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Job Specification

AIDE TO COUNTY COMMISSIONER

DEFINITION:

Under direction, serves as a personal aide and liaison between a County Commissioner and the public, and/or various governmental agencies; performs various office administrative duties; performs other related duties as required.

NOTE: The examples of work for this title are for illustrative purposed only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists the County Commissioner in the development of policies and procedures in the operation of the county government.

Collects and analyzes requested data.

Prepares correspondence, reports, and recommendations for the review and signature of the County Commissioner.

Coordinates the activities of county departments.

Reviews county personnel policies and procedures.

Serves as a liaison between the County Commissioner and public.

Represents the County Commissioner at speaking engagements, hearings, and conferences.

Assembles materials required for reports, memoranda, and speeches.

Addresses and resolves issues.

Conducts research as requested by the County Commissioner.

Prepares and maintains confidential correspondence and essential records and files.

Will be required to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional work experience as described below on a year for year basis.

EXPERIENCE:

Three (3) years of professional experience planning, organizing, coordinating or assisting a managerial staff member with program administration.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey

only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of policies, procedures, and regulations relative to the work of county government.

Knowledge of the methods used to gather and analyze information.

Ability to organize assigned technical tasks and develop effective work methods.

Ability to interpret and apply laws and regulations.

Ability to establish and maintain cooperative working relationships.

Ability to prepare detailed correspondence.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to prepare and maintain essential records and files.

Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
04771		L	U		N/A	99		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

1/22/2021
