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NASSAU COUNTY

**Title : COMMUNITY SERVICES
INFORMATION ASSISTANT**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 060155 EHP
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Non-Competitive**

GENERAL STATEMENT OF DUTIES

Implements an outreach program offering services and information concerning the various agencies available to residents of the local community; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires initiative and the use of independent judgment in handling the questions and problems raised by members of the community.

TYPICAL DUTIES

1. Assists individuals in making contact with and receiving help from various community agencies and government offices.
2. Sets up and maintains files of community agencies and government offices.
3. Maintains files of publications and a community information bulletin board.
4. Speaks to various community groups on the services available.
5. Keeps records and prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of community organizations and agencies.
2. Considerable knowledge of governmental services.
3. Ability to establish and maintain effective working relationships with associates, individual citizens, and community groups.
4. Ability to present written or oral reports clearly and concisely.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from a regionally accredited college or university or one registered by the State of New York

and

One year of satisfactory experience in areas related to community activities,

or

Graduation from high school

and

Five years in community activities including one year involving public information work.

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