

# Youth@Work/SYEP Job Descriptions

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*Below are examples of jobs offered by Prince George's County's  
Youth@Work/SYEP*

**ACCOUNTING/BUDGET AIDE** – This is entry-level accounting/budget support work. Incumbent performs a variety of routine accounting/budget related tasks in support of professional level Analysts. Incumbent assists in maintaining accurate records and files, processing mail invoices and payments; assists with the review of timesheets, prepares and compiles data and in the preparation of responses to routine requests and general inquiries.

**ANIMAL SERVICES AIDE** – Under supervision, supplies animals with food, water, and personal care. Clean facilities and equipment such as dog pens and animal control trucks. Educate the public about animal welfare, and animal control laws and regulations. Contact animal owners to inform them that their pets are at animal holding facilities.

**CLERICAL ASSISTANT** – Under close supervision, incumbents perform routine clerical duties assigned in accordance with the office procedures of individual agencies. Duties include answering telephones, bookkeeping, typing, office machine operation, and filing. Good judgment and discretion are essential to the security of confidential information and data.

**CUSTODIAL ASSISTANT** – Keeps buildings in clean and orderly condition. Perform cleaning duties, such as washing walls and glass, and setting up classrooms for opening in the fall.

**DAY CAMP ASSISTANT** - Under the direction of Youth & Camp Director, Camp Assistant interacts with and supervises campers. Camp Assistant assists with planning and implementing daily camp activities and assures that day camp operates in a safe manner at all times. This position requires outdoor work with the ability and desire to be physically active.

**ENGINEERING AIDE** – This is limited technical and skilled work of a non-professional engineering nature in the field or office. Employees assigned to this class are expected to provide technical services to professional and para-professional engineering personnel. Work is performed under the close supervision of an engineering technician or professional level engineer position.

**GOVERNMENT/ POLITICAL AIDE** – Under close supervision, the incumbent may be responsible for preparing reports and conducting research and administrative support in the County Government.

**HEALTHCARE AIDE** – Assists employees with a variety of issues concerning health benefits, wellness programs, seminars and related research and validation of information for processing.

**HUMAN RESOURCES AIDE** – Assists with the administration of the day-to-day operations of human resources functions and duties. The HR Aide carries out responsibilities in some or all of the following functional areas: employee relations, training and development, benefits, compensation, pensions and employment. The HR Aide helps with the implementation of services, policies, and programs through HR staff and assists managers with HR issues along with providing clerical duties.

**INFORMATION TECHNOLOGY ASSISTANT** – Incumbent assists an IT professional in the performance of routine IT work with County departments. Assignments extend to providing technical research and assistance to the user agencies; troubleshooting problems of a technical and administrative nature to ensure smooth operations; and coordinating project activities.

**JOB COACH**— Under supervision, assists younger Youth@Work/SYEP employees with professional decorum and procedures. Assist supervisor with weekly tasks (i.e. Exceptions Reports) Submit reports and review reports or problems with supervisor. Prepare Youth@Work employees for later professional experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.

**LABORER** – Unskilled manual labor work of a physically demanding nature. Employees assigned to this class are responsible for a wide variety of manual labor tasks. Work normally is performed under close supervision although direct supervision is not always available.

**LEGAL ASSISTANT** – The incumbent is responsible for assisting in performing a variety of specialized tasks related to client needs under the close direction and support of a Supervisor and/or a practicing attorney. Tasks include maintaining and organizing files, assisting with legal research, and assist with other administrative tasks.

**LIBRARY ASSISTANT** - Compiles records, sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material on shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

**MARYLAND CONSERVATION JOB CORPS TEAMMEMBER** – Provides opportunity and meaningful outdoors experiences for youth, while contributing to the preservation and restoration of State and local parks. Youth learn the value and benefits of service and finds a connection with nature; in addition, develop job skills to prepare them for an increasingly green economy.

**PRINT AND REPRODUCTION ASSISTANT** – Skilled work involving the operation of high speed duplicating equipment in the reproduction of various documents for County departments and agencies. Incumbents in this class are responsible for performing routine duplication/reproduction assignments which are delegated by supervisor verbally and/or in writing and occasionally accompanied by detailed instructions.

**PUBLIC RELATIONS/ JOURNALISM ASSISTANT** – Engage in promoting or creating an intended public image for individuals, groups, or organizations. Incumbents may assist in drafting or selecting material for release to various communications media.

**PUBLIC SAFETY ASSISTANT (*Fire/EMS, Police, Corrections, Sheriff and Homeland Security*)** – Positions within the Public Safety arena could perform various clerical administrative functions to include data entry, IT, and supply management.

**SOCIAL SERVICES ASSISTANT** – Assignments typically include assisting individuals and families in the process of obtaining specific social and health services. Incumbent assists professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult daycare.

**TRADES HELPER (*Carpentry, Electrician, Heating & Air Conditioning, Auto Mechanic*)** - Entry-level semi-skilled and manual work performed in support of other skilled crafts and trades personnel. The incumbent may be assigned to any craft area (i.e., carpentry, cabinetry, dry wall, locksmith, welder, building operations, electrician, etc.) Work is performed under the close supervision of skilled craft personnel in accordance with departmental rules and regulations.

**WAREHOUSE WORKER** – Routine manual labor work in the receipt, storage, issuance, delivery, and pick up of supplies, equipment, and other property items at various locations. Incumbent receives and checks a variety of supplies, equipment items, and materials according to pre-established routines and methods; fills orders for supplies and equipment and maintains records of inventoried materials.