

## PLANNING AIDE

DISTINGUISHING FEATURES OF THE CLASS: Work involves assisting with preparation of complex administrative reports. This work differs from general clerical work in that it is specialized, involvings frequent use of independent judgment, utilization of accounting and bookkeeping techniques, and some knowledge of statistical reports. Work is performed under general supervision of higher level planning professionals. Supervision is not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with processing and maintaining of financial records and transactions, such as transit system and grant programs;  
Assists with progression of grant eligible duties for reimbursement;  
Assists with preparation of vouchers and other service documentation for grant programs;  
Assists with coordination of transportation programs;  
Assists in preparing files, reports and other required documentation for reviews by government agencies;  
Assists with departmental research initiatives, as needed;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of departmental programs, policies and practices; good knowledge of accounting and bookkeeping practices; ability to conduct tasks independently; ability to operate office equipment; ability to deal with the public; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma.