

**UTILITY ADMINISTRATIVE AIDE****NATURE OF WORK IN THIS CLASS:**

This is clerical and administrative work involved in the interpreting and applying appropriate laws, rules, regulations, policies and procedures for the utilities.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Provides support to supervisor/manager on various administrative/organization matters for the utilities; utilizes the JD Edwards system and other systems applicable to the utilities.

Establishes and implements office procedures.

Requisitions and follows through on supplies and services.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of modern office practices and procedures.

Ability to apply and interpret established laws, rules, regulations and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Two years of experience involving public contact work with arithmetic computations; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skill.

ESTABLISHED: September 26, 2017

  
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**JOSEPH T. DUENAS, Chairman,**  
**Consolidated Commission on Utilities**