



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: TECHNICAL AIDE**

**DEFINITION:** Under direct supervision and in a learning capacity, assists in performing a wide variety of simple and routine technical and para-professional tasks.

**EXAMPLES OF DUTIES:**

- Assists in providing information to citizens and clients of various City programs;
- Assists clients in the proper completion of forms;
- Assists in the collection and preparation of records, data and reports;
- Assists in the maintenance of records and files;
- Assists in the receipt and investigation of complaints;
- Assists in the conduct of surveys for various City programs;
- Operates a variety of office audio visual and data processing equipment in a learning capacity;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Combination of education and experience which provides the knowledge and skills to: (1) read and write clearly; (2) accurately follow directions; (3) work cooperatively with others; (4) effectively communicate with the general public.

**HISTORY:**

Revision of Classification Specification dated 04/11/78.

Approval/Adoption Dates: 05/19/81 - Human Resources Department