



Code: 4096
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Summer Program

CLASS TITLE: PROGRAM AIDE

CHARACTERISTICS OF THE CLASS

Under immediate supervision, positions work in the Police Department on a part-time basis with varying work hours depending on work assignments, performing tasks related to the Police Department's Stop Alcohol to Minors (SAM) program; and performs related duties as required

ESSENTIAL DUTIES

- Works with Police Officers to test whether businesses are compliant with laws regulating the sale of alcohol to minors under the Stop Alcohol to Minors (SAM) program
- Fulfills role of an under-age individual attempting to purchase alcohol at a business establishment
- Attends and testifies in administrative hearing on actions taken to test businesses and the violations found as a result of test
- May complete reports on work activities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willing and able to perform the job duties
- Must be at least 17 years of age and under 19 years at the time of employment
- Current High School student in good academic standing. Must have a GPA equivalent to a "C" average or higher

OR

- Currently enrolled in an accredited college or university in good academic standing. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale
- All students must maintain the required GPA throughout the duration of their employment

Other Qualifications

- Successful applicants must pass a recall and oral communications skills assessment
- High School applicants must provide the following documents at the time of processing:
 1. Signed letter from parent(s) or legal guardian granting consent to participate in the Stop Alcohol to Minors (SAM) program and required court appearances
 2. Signed letter from high school principal at applicant's high school, granting consent for student to participate in court appearances during school hours

WORKING CONDITIONS

- Some exposure to outdoor weather conditions while traveling to different businesses

EQUIPMENT

- Standard office equipment

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- Chicago Police Department's functions and operations

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.