

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4508

EXTENSION AIDE

Abolished Effective February 10, 2006

DEFINITION

Report to a supervisor in performing various extension educational activities.

TYPICAL WORK

Contact individuals and families to explain Cooperative Extension programs and benefits and recruit program participants;

Instruct individuals and groups in basic nutrition, food purchasing techniques, clothing fabrication, sanitation, home economics, 4-H or related subject areas;

Maintain records of work activities and prepare reports;

Attend and participate in periodic in-service training programs covering extension subject matter, confidence building techniques, procedures for establishing rapport, and general orientation in Cooperative Extension policies and procedures;

Performs related duties as required.

MINIMUM QUALIFICATIONS

None.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 1-3-73

Revise MQ: 11-15-74