

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3142      **TITLE:** NUTRITIONIST ASSISTANT I      **GRADE:** S-14

**DEFINITION:**

Under general supervision, provides technical assistance and clerical support to nutritionists; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Nutritionist Assistant II class in that Nutritionist Assistant II positions are authorized to determine nutritional risk, prescribe food packages and certify eligible participants in the WIC program; whereas the Nutritionist Assistant I provides administrative support and facilitates the work of the professional level nutritionists.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

Interviews clients to obtain dietary histories and related nutritional information;  
Obtains clinical data from clients such as height and weight;  
Conducts clinical tests (hematocrit - "finger stick") for iron deficiency anemia;  
Determines eligibility for the supplemental food program, Women, Infants and Children (WIC);  
Explains the list of program approved foods to clients;  
Assists nutritionists in providing nutritional education to clients;  
Follows up with clients regarding missed appointments.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Some knowledge of basic nutrition;  
Ability to interview clients to elicit information;  
Ability to read, write, and calculate routine nutritional data;  
Ability to establish and maintain effective working relationships with clients and staff.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
High school graduation or a G.E.D. issued by a state department of education; PLUS  
Completion of two basic nutrition courses; PLUS  
One year of work experience involving public contact.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED:                    February 12, 2010  
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ESTABLISHED:                March 11, 1996