

DEPARTMENTAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, the incumbent performs elementary clerical or manual duties to support a variety of basic functions to meet departmental needs. Supervision is not a feature of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs basic clerical and filing tasks as directed;

Prepares sorts and receives mail per departmental procedures;

Serves as messenger delivering documents and other papers;

Helps maintain office or other work areas by performing minor services;

Serves as a helper performing various basic functions;

Performs basic tasks such as stocking supplies and materials;

May use computer applications or other automated systems in performing simple work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of office procedures such as filing, operation of basic office machines, sorting of mail and the duties of a messenger; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database to perform the essential tasks of the position; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma.

SPECIAL NOTE: This position can be used in connection with a special employment program. The specific duties will be tailored according to the mutual departmental need and the capacity of the employee. Pre employment training and counseling may take place prior to the appointment.

West. Co.
J.C.: Non-Competitive†
MQT5

Job Class Code: C0336
Job Class Code: H0162
Job Group: Pending