

CLASS SPECIFICATION

Yuba County

August 2001

CLASS TITLE: Aide

FLSA STATUS: Non-exempt

JOB SUMMARY:

Assists professional, technical, administrative and clerical staff in providing basic support functions to an assigned department; performs related work as assigned. May be required to work evenings and weekends.

CLASS CHARACTERISTICS:

This class is entry level. Under the direct supervision of senior staff member(s), incumbents gain experience while performing a variety of routine support duties. Responsibilities vary depending on assigned department.

EXAMPLES OF DUTIES:

- Performs a variety of office support work such as processing forms, filing materials, copying information.
- Acts as receptionist, receives and screens visitors, telephone calls and takes messages.
- Organizes materials for stocking, filing, shelving, shelf reading, distributing, etc.
- Maintains a record keeping system, performs filing related to the work.
- Conducts simple computer tasks with instruction.
- Processes incoming or outgoing mail for a department.
- Submit supply requests under the direction of supervisor; replenishes stock.
- Operates standard office equipment such as central telephone, word processor, typewriter, photocopier, facsimile equipment, adding machine, telephone and other departmental specific equipment after training.

Important:

- The ability to learn a variety of administrative, clerical, technical and professional support functions.
- May be required to drive a personal or County motor vehicle.

QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar, and punctuation
Arithmetic and basic mathematical calculations.

Skill in:

Reading at a high school level
Understanding letters and numbering sequences
Performing basic support work.
Maintaining accurate records and files.
Following oral and written directions.
Working without close supervision in standard work situations.
Speaking English effectively to communicate in person or over the telephone.
Following specific guidelines, paying close attention to detail.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.
- May be required to work evenings and weekends.

Licensing and Certification:

- Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Equivalent to graduation from high school.

PREFERRED: Equivalent to graduation from high school and some work experience.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.