

OFFICE AIDE

NATURE OF WORK IN THIS CLASS:

This is routine office support work.

Employees in this class perform simple office support tasks of a routine or repetitive nature under close supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Addresses, stuffs and stamps envelopes.

Sorts and distributes mail; receives and delivers messages; stamps and logs incoming and outgoing mail.

Answers telephones and relays messages; acts as a receptionist and may handle callers at counters.

Makes reproduction copies of documents and collates copies according to predetermined order.

Perforates and files sorted material according to predetermined filing categories.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to follow simple oral and written instructions.

Ability to learn routine and repetitive office support tasks readily and to adhere to prescribed procedures.

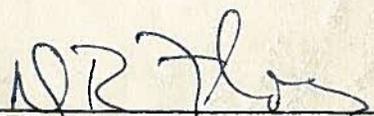
Ability to work effectively with the public and employees.

Ability to learn to operate simple common office machines.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. The minimum knowledge, abilities and skills listed above are required.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director,
Civil Service Commission