

## **CLERICAL AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class performs manual and clerical work of a routine and repetitive nature. Work assignments are received from a superior, generally a clerical employee, and relate to tasks that require very little variation in work methods or subject matter. Questions of a non-routine nature are referred to a superior for decision. Assignments are received in detail and work is subject to check during progress and upon completion for compliance with instructions.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Receives and delivers office communications and incoming mail, packages, and other materials on established schedules or special assignments;
- Stamps and prepares letters, packages, printed matter and other outgoing materials for mailing;
- Files materials, especially inactive case records, alphabetically;
- Arranges materials in storage in alphabetical, numerical or chronological order;
- Pulls materials out of file including tax cards and tax search sheets, vouchers, claims, traffic tickets, checks, complaints, case records; checks files to determine if case is active; stamps date and number on material;
- Clips magazines and newspaper articles and pastes clippings in books for permanent preservation;
- Posts routine information as a part of other tasks;
- Enters and retrieves information in an automated information system;
- Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to learn routine repetitive tasks in a reasonable period of time;
- Ability to understand and follow oral and written instructions;
- Ability to make simple arithmetic calculations;
- Ability to write legibly;
- Neatness;
- Accuracy;
- Tact, courtesy and integrity;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Completion of the tenth school grade.

Revised: 7/25/01