

TITLE:	Office Aide	JOB CODE:	
PREPARED:	July 1997	FLSA:	Non-Exempt
UPDATED:		REVISION #:	

Summary: Under close supervision, assists in a variety of typing, filing, courier and other office tasks; and performs other related duties as required.

Distinguishing Characteristics: Office Aide is a trainee level class – the incumbent works under close supervision, while learning office, County and department procedures. As experience is gained, the incumbent may work more independently within established guidelines.

This class is distinguished from Clerical Specialist in that the latter performs a greater variety of office support duties which may be more complex and involve more responsibility.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Acts as receptionist; receives and screens visitors and telephone calls and takes messages; greets
 people visiting the office; provides factual information regarding County or unit activities and
 functions; runs office errands.
- Types correspondence, reports, forms and specialized documents from drafts, notes, dictated tapes, or brief instructions.
- Checks typed and other materials for accuracy, completeness, compliance with departmental policies and applicable regulations, and correct English usage, including grammar, punctuation and spelling.
- May create reports, spreadsheets, and other formats based on predetermined criteria using programmed software.
- Prepares and updates a variety of records, forms, and reports which require the use of arithmetic calculations and consolidation of materials from several sources.
- Maintains records and processes forms, such as work orders, purchase requisitions, billings, and others specific to the department.
- Establishes and maintains office files; purges files as required.
- Opens and distributes mail, processes outgoing mail, prepare requisitions, and performs other general office support services.

Qualifications for Employment:

Knowledge and Ability:

Knowledge of: correct spelling; English grammar usage; punctuation; elementary arithmetic.

Ability to: type a minimum of 35 words per minute; learn office procedures; interact courteously with fellow employees and general public; take instructions.

Experience and Training:

Any combination of training, education and experience that would provide the required knowledge and abilities.

Physical Demands:

Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 lbs. such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level.

Working Conditions:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Video display terminal use on a daily basis.

FLSA Status: Non-Exempt July 1997