

OFFICE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a supportive position that provides assistance to clerical staff. The ability to manipulate an alphanumeric keyboard to produce printed copy is not a requirement of this position. Work is performed under the direct supervision of a unit head or a clerical position. An Office Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the clerical operation of a municipality by performing routine tasks such as filing;
- Operates a copy machine making copies as needed;
- Answers phones and directs callers to appropriate personnel;
- Runs errands as needed;
- Sorts mail;
- May act as a receptionist.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Willingness to perform routine work, ability to understand and follow simple instructions, physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: NONE

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/29/04