

OFFICE AIDE

JOB PURPOSE AND SUMMARY

This is supervised clerical work performed for various departments and divisions within Clark County.

An employee of this class performs office work of a routine nature. The employee performs recurring tasks or functions that are clear-cut and basic in nature and which normally facilitates the work of others or provide services for others on a timely basis.

Results of work seldom have any impact beyond the immediate organizational unit or individual(s) to whom service or information is being given.

Training normally requires from three (3) to six (6) months before incumbents are capable of working without close supervision.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to the following:

- Sort and distribute mail
- Assist the department with special tasks which may include processing letters and brochures for distribution, including folding, stapling, labeling and counting
- Assist in archiving documents and preparation of set-up of new files
- Maintain office supply inventory and keep supply area in order
- Copy, fax, or scan documents
- Assist with answering the telephone and taking messages
- Ensure office is maintained in a neat and orderly fashion
- Document filing
- Data entry using varied software
- Perform related duties as assigned

QUALIFICATIONS

- Must be a client of the Washington State Developmental Disabilities Administration.

Education and Experience:

High school diploma or the specified accreditation by the educational institution or any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Experience includes:

- Filing alphabetically and numerically.
- Following instructions; learning assigned tasks and adhere to prescribed office routines.
- General office practices and procedures and demeanor.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Work is performed primarily in an office setting. Some walking, standing, bending, and carrying of light items is required. In some positions the incumbents may be spending a major part of the work day exchanging information over a counter. Such duty may require prolonged periods of standing.

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Office use: 6/22/00