

DEPARTMENTAL AIDE

Definition:

Under supervision, performs routine and repetitive clerical and manual work.

Positions vary in scope of activity and duties performed depending upon the department to which assigned. Positions in this class normally involve the performance of closely supervised routine and repetitive tasks according to established procedure.

Essential Functions:

- Assists regular employees in the more simple and routine aspects of their job; carries out specific assignments made by supervisor.
- Files books or a variety of documents.
- Performs miscellaneous manual tasks in and around department to which assigned.
- Packs and unpacks books or materials.
- Performs light duty cleaning and arrangement of specific areas.
- Transports materials to other units.
- Responds to requests for information from the general public; answers routine questions.
- Performs basic library circulation tasks.
- Operates standard office equipment such as copier, fax machine, audio-visual equipment and computer; assists patrons with equipment operation as needed.
- Assists the public in the use of departmental resources.
- Performs other duties as required.

Employment Standards:

Completion of the tenth grade and ability to obtain a work permit if necessary; or any equivalent combination of training and experience.

Ability to: understand and follow written and oral instructions; ability to do alphabetic and numerical sorting; ability to get along well with others; manual dexterity; clerical aptitude.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

Revised
April 2011
#4210
JS4210