

DEPARTMENT: ALL
CLASSIFICATION: LABOR
APPROVED: 4/7/86

SEASONAL HELP CLERICAL

DISTINGUISHING FEATURES OF THE CLASS: Performs sub-entrance training level clerical duties in a department under close supervision, performs sub-entrance level duties as assigned in various county departments for up to 26 weeks as a temporary seasonal employee. Does same level related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in processing of forms;
2. Assists in survey and data collection;
3. Performs record keeping duties, filing, alphabetizing etc.
4. Acts as receptionist and provides information to public;
5. Performs clerical duties as assigned, may do elementary typing, run copy machines;
6. Acts as messenger;
7. Moves office equipment and material as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to perform sub-entrance training level duties in governmental agency, ability to interact effectively with people and maintain good working relationships; good communication skills; good judgment; ability to understand and follow oral and written instructions; initiative and resourcefulness. Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: None.