

SNOHOMISH COUNTY JOB DESCRIPTION

TEMPORARY OFFICE AIDE - Trainee

Spec No. 9008

BASIC FUNCTION

Performs a variety of routine clerical duties as part of the support staff team. Works as a floater, providing clerical support in the various divisions.

STATEMENT OF ESSENTIAL DUTIES

1. Types statements, cards, envelopes, forms and routine correspondence using word processing equipment or typewriter.
2. Opens, sorts, delivers mail; processes outgoing mail.
3. Alphabetical, numerical and/or chronological filing; retrieves material from files.
4. Operates standard office equipment such a calculator, copy machine, fax and postage equipment.
5. Receives phone calls using a multi-line phone system; forwards calls as appropriate or records basic phone messages; greets the public and directs inquiries to the appropriate department or person.
6. Prepares or maintains data lists, collates and prepares informational packets.

STATEMENT OF OTHER JOB DUTIES

7. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Must be reliable, willing to learn and able to follow instructions. Must pass job related tests.

SPECIAL REQUIREMENTS

Depending on assignment, must be available to work up to four (4) hours per day, five (5) days per week for six (6) to eight (8) weeks or up to six months.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Filing alphabetical, numerical and/or chronological.

Ability to:

- Follow instructions;
- Operate standard office equipment.

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SUPERVISION

Receives assignments and instructions from an assigned supervisor.

WORKING CONDITIONS

Work is performed in the usual office environment.

Class Established: May 2001

EEO Category: 6

Pay grade: 6.90/hr (minimum wage)

Workers Comp: 5306 Non-Hazardous