

ADMINISTRATIVE AIDE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under close supervision, to learn and perform a variety of moderately difficult office tasks; and to do other work as required.

CLASS CHARACTERISTICS

This is a trainee level office services class used to provide employees with the experience in a variety of administrative areas such as Public Works, Planning, Building Inspection, Parks and Recreation or other departments. Incumbents generally work under close supervision and perform simple or routine tasks while learning to perform the more difficult and responsible ones. Incumbents are temporary workers and not eligible for City benefit programs.

The work schedule is typically part-time 15-20 hours per week with flexibility to work 30 to 40 hours per week. Positions are not budgeted at this level, and employees are not eligible for the City benefit programs. Salary for incumbents is based on an hourly Salary-Band which allows an incumbent to move up to Control Point C based on experience with the City of Live Oak, performance, and/or special training.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Process documents or materials including such tasks as sorting, collating, batching, labeling, reproducing, routing, and stocking supplies.
2. Maintains records, logs, files and other forms of information.
3. Locate, extract, summarize record and update information; may compose simple letters or memos.
4. Review documents to verify accuracy and completeness; gather and organize information from a variety of sources; proofread or review documents to verify accuracy and completeness.
5. Answer phones and/or assist the public or others including such tasks as taking messages, responding to questions or requests for assistance, screening and referring to sources of information, providing forms and explaining procedures for completion, administering oaths and providing factual information.
6. Prepare bills, orders, notes and receipts, permits, licenses; perform basic arithmetic operations; receive fees when the amount is readily obtainable by simple computations, or from fixed schedules; post data, keep records, and prepare statistical or other types of reports in accordance with predetermined forms and procedures.

7. Use a keyboard to perform simple typing of memos, cards, form letters and other standardized documents or to enter access and retrieve information from automated systems; operate other standard office machines and equipment.

MINIMUM QUALIFICATIONS

Experience: No experience required.

Knowledge of: Modern office practices and procedures, including filing and operating office equipment; fundamental principles of writing and grammar.

Ability to: Learn to perform a broad range of tasks such as those described in the examples of duties; learn the procedures and regulations governing the area of assignment, and the terminology and documents used; and apply that knowledge to the specific operations of the office; understand and follow oral and written directions; effectively communicate orally, accurately receiving and transmitting information; establish and maintain cooperative relations with the public and others; spell and punctuate correctly, learn to compose simple documents, learn to proofread to identify omissions and errors; perform basic arithmetic computations, compile and calculate statistics within specific guidelines, collect and receipt for money and make change; learn to operate and use a variety of electronic and automated office machines and equipment.

Speak, understand, read and/or write a second language in addition to English may be required for some assignments.

Special Requirements: Must possess a valid California driver's license.