

JOB CLASSIFICATION: OFFICE AIDE - VIRGINIA GRAY RECREATION CENTER (PART TIME)

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar related, or a logical assignment for this classification.

Assists callers with questions regarding general information on department programs, services or procedures; refers callers to other staff members as appropriate and takes messages; schedules appointments; greets visitors and/or customers; provides general information; and/or refers persons to appropriate staff member; receives forms, applications and/or fees; and logs/records general information such as date received or dollar amount; forwarding and/or filing as appropriate; issues receipts; performs data entry, which involves referring to completed documents or forms, rather than research and/or calculating information; receives, dates, and distributes incoming mail; prepares outgoing mail; operates office equipment such as computer, photocopier, and fax machine. Incumbent performs other related duties as required. Attendance is an essential function of the job. Performs other related duties as required.

TYPING SPEED: 35 WPM PREFERRED. (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide routine clerical support to an assigned department and/or program. Work involves assisting callers, customers and/or visitors with general information; receiving and processing routine forms and/or fees; and performing data entry. Employee may also relieve or assist with receptionist duties. Work is performed according to established guidelines and procedures.

MINIMUM QUALIFICATIONS:

High school diploma or GED preferred; two (2) months of related experience. Some knowledge of word processing and personal computer systems is preferred. May be required to work up to 25 hours per week with various days and times.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or

workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.