

OFFICE AND FIELD AID

DEFINITION

Under immediate supervision, performs a variety of general office clerical tasks following standardized procedures, perform file and storage area maintenance duties; perform a wide variety of technical duties in support of computer applications; field inspections.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from department supervisors.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Greets the public, customers and other City employees in person and over the phone, and obtain and give information.

Sorts and files correspondence, forms, records, reports, documents, and other material using predetermined alpha, numeric, or chronological classifications to maintain organized and accurate filing systems; retrieves material from files.

Receives, open, sort, date and time stamps mail; and routes or deliver to appropriate locations.

Performs routine record keeping tasks and makes basic calculations and computations.

Collates and assembles reports and other materials.

Types routine reports and related documents using typewriter or word processor; uses computer to enter and retrieve information; operates standard office equipment which may included computers, printers, typewriter, copier (including e-copy), adding machine, paper shredder, telephone, two-way radio, postage machine, etc.

Performs work in the field that may include taking basic photos, routine property survey assignments, and routine windshield inspection for obvious property deficiencies.

Assists staff in the use of computer equipment and computer applications, answers questions and assists in resolving problems regarding the methods and procedures for using computer applications.

Assists with internet and internet web site and web page maintenance and origination and maintenance of various records and documents for department computer system.

Performs various types of computer data entry and perform other data functions.

Performs Department fixed asset inventories.

Identifies and order supplies and equipment.

Reconfigures and organizes office furnishings, furniture, and files storage area furnishings.

Lifts, moves, and transports heavy and/or bulky objects and office equipment.

Assists other staff and public.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office practices and technology, including the use of computers for word and data processing.

Record keeping procedures.

Ability to:

Make simple arithmetic computations.

Follow and understand oral and written directions.

Perform routine clerical work.

Index and alphabetize accurately.

Meet the public with tact and courtesy.

Move and lift heavy and bulky items.

Learn specialized processes, procedures and office support tasks related to the department to which assigned.

Learn and use a variety of computer software programs, including word processing, data processing and accounting programs.

Perform mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

Proficiency in the use of word processing software in common use in local government, such as Corel WordPerfect and Microsoft Word.

ADDITIONAL REQUIREMENTS:

Possession of a valid California driver's license.

Experience:

One year of clerical experience.

Education:

High school diploma or GED equivalent.

TYPICAL WORKING CONDITIONS

Work typically is performed in a normal office environment. Occasionally work is performed outdoors, possibly exposing employee to traffic and construction hazards, adverse weather conditions, wetness and humidity, above-average noise, air contaminants, fumes and dust.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and field inspection duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.