

DEPARTMENT: ALL
CLASSIFICATION: LABOR
APPROVED: OCTOBER 10, 2019

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 and office support activities as assigned;
6. Acts as messenger;
7. Moves office equipment and material as assigned;
8. May be assigned to attend special events such as festivals, fairs, and community events to interact with and provide the public with information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to perform sub-entrance training level duties in a governmental agency; ability to interact effectively with people and maintain good working relationships; ability to understand and follow oral and written instructions; good communication skills; good judgment; initiative and resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: None.