

PUBLIC SERVICE AIDE II

DEFINITION

This is trainee level work involving a variety of possible assignments with one or several County departments. Performs semi-skilled, clerical or laborer work, such as clerk typist, clerk stenographer, account clerk, community development aide, building maintenance man, animal warden, automotive equipment operator, clerks (in different areas), engineering aide or drafting.

EXAMPLES OF DUTIES

May receive training and perform field and office work.

May perform trainee or helper work assisting mechanics or journeyman carpenters, electricians, plumbers, auto mechanics, or building maintenance men.

May perform a wide variety of clerical support activities in positions such as typist, stenographer, switchboard operator, or community development.

May perform related duties in public service areas such as health care, education, crime prevention and control, pollution control, housing and neighborhood improvement, beautification, and community improvements.

MINIMUM QUALIFICATIONS

High school graduate, or equivalent, and/or from no previous work experience to two years' experience in an appropriate field. Ability to understand and follow oral and written instructions. Ability to communicate with supervisors and fellow employees.