

## SERVICE AIDE

### NATURE AND VARIETY OF WORK

This is routine performance of manual or clerical tasks. Incumbents work under close supervision and direction as a trainee or enrollee in the County sponsored programs. May function as a general clerk, clerk typist, day care aide, recreation aide, warehouse assistant, laboratory assistant, library aide, special education aide, fine arts trainee, senior citizen visitor, building maintenance worker, or laborer, for the County.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May perform routine typing, copying from handwritten or typed craft; may perform tasks involving supply, laborer, animal warden, keypunch, account clerk, custodian, watchman, or routine clerical tasks.

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 improvement.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to understand and follow oral instructions.

### MINIMUM QUALIFICATIONS

Education and experience as required by the program to which assigned. May be required to perform manual or routine clerical work, depending on the type of work assigned, for prolonged periods.

REVISED: 10/88