

CLERICAL AIDE

General Statement of Duties and Responsibilities

Under direct supervision, performs routine clerical work of minimal difficulty and responsibility with very limited latitude for independent judgment; performs related work.

Examples of Typical Tasks

Receives, processes and delivers mail or other light material; serves as a messenger; may serve legal papers.

Keeps and posts requisite simple records and statistics; prepares summaries; files, checks, distributes, shelves or stores correspondence, records, reports, books or other materials.

Assists in files or records transfer procedures.

Acts as a receptionist, meeting the public, directing the public to the person or location most able to furnish the service requested, answering telephones.

Issues, distributes or prepares for mailing material for the public.

Checks and processes routine forms.

May incidentally receive rent payments; may sell tickets.

**CLERICAL - ADMINISTRATIVE
OCCUPATIONAL GROUP [131]****CLERICAL AIDE** (continued)**Examples of Typical Tasks** (continued)

Performs routine technical library work in a City department library.

Is trained to type using standard office typewriter, word processing equipment or other automated office systems.

May perform incidental typing.

Qualification Requirements

There are no formal education or experience requirements.

Direct Lines of Promotion

From: None

To: Clerical Associate (10251)

Secretary (10252)

Supervisor of Office

Machine Operations (11704)

Permanent employees in the title of Clerical Aide shall be afforded the opportunity to be promoted to Secretary provided that they have the ability to type at a minimum rate of 35 words per minute.

Permanent employees in the title of Clerical Aide shall be afforded the opportunity to be promoted to Supervisor of Office Machine Operations provided that they meet the experience requirements for that title.