

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE AIDE

TITLE #: 1013

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of clerical services to assist and participate in the routine functions and activities of an administrative office. Work is performed under general supervision with leeway permitted for the exercise of independent judgement in order to relieve the administrator of the details and established day-to-day operations within an office. Working supervision may be exercised over the work of other clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts research on current matters that effect municipal programs or policy and delivers reports on findings from research;

Furnishes routine information either by phone or in person including but not limited to information on municipal codes;

Assists with the administration of employee benefits including worker's compensation, disciplinary procedures, grievance procedures and arbitration hearings;

Maintains confidential employee personnel files and monitors sick leave for contract compliance;

Keeps records, summarizes data and prepares statistical reports;

Opens and processes mail, answers routine correspondence;

Furnishes and obtains information from sales representatives regarding supplies and materials;

Operates a computer, copy machines, calculator and other office equipment;

Handles general office files, sorts, indexes and files a variety of documents;

May act as receptionist, answering telephone calls, interviewing callers, making appointments;

May be responsible for the maintenance and upkeep of publications and reference files.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to acquire knowledge of laws, regulations and policies; ability to understand and follow oral and written directions; ability to maintain confidentiality; ability to get along with others; clerical aptitude; accuracy, neatness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience.

JURISDICTIONAL CLASS: Competitive when full-time/Non-Competitive when part-time

REVISED: 03/25/14