

NEW CASTLE COUNTY GOVERNMENT

Number 0162

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CLASS SPECIFICATION

Date 02/25/08

Title: JUNIOR ADMINISTRATIVE AIDE

Approved:

Charlotte L. Cunwell

GENERAL STATEMENT OF DUTIES: Performs varied work in the maintenance of a records management system in a specialized area; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible work in the maintenance of specialized records. Considerable latitude may be exercised in developing, initiating, and applying procedures and methods in the management of data files and report preparation. Employees must exercise judgment in responding verbally or in writing to inquiries from the public, departments, or other official agencies. Supervision may be exercised over the work of subordinate clerical personnel. Work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Collects and reports statistics from specialized files;
- Develops and implements procedures to increase the efficiency of the records management systems;
- Searches records, locates file material, and prepares a wide variety of reports;
- Composes replies to correspondence in accordance with established procedures;
- Issues permits in accordance with prescribed procedures;
- Maintains cross-referenced office files and a variety of other records;
- Receives and answers via telephone, mail, or in person requests for general and confidential information from the public or official agencies or other departments;
- Fills out forms in such areas as officers court appearances, building permits, accident reports, workers' compensation reports, or others from designated files;
- Maintains personnel files, leave and attendance records, and prepares time entry reports;
- Calculates and processes payment orders, reimbursements, billings, and verifies accuracy of bills;
- Performs varied word processing tasks;
- Assists with special projects and programs as assigned;
- Operates a personal computer and other related equipment in the course of the work;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service.

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Date 02/25/08

Title: JUNIOR ADMINISTRATIVE AIDE

Approved:

Charles L. Powell

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures, and equipment and of business mathematics and English; some knowledge of elementary bookkeeping; ability to understand and follow oral and written directions; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others; ability to type 40 words per minute with accuracy; ability to operate a personal computer, and other related equipment using current software programs

MINIMUM QUALIFICATIONS: At least three years experience in office work to include at least one year word processing experience and completion of a standard high school course or GED certificate program; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS

Established: Circa 1982
Revised: 07/01/87
Revised: 12/17/87
Revised: 03/20/89
Revised: 02/14/94
Revised: 07/01/94
Revised: 11/01/98
Revised: 05/01/03
Revised: 02/25/08