

COUNTY OF SOLANO

DEPARTMENTAL AIDE (Extra Help) - Unclassified

DEFINITION

Under close supervision, performs a variety of routine clerical and/or manual labor tasks; performs related duties as required.

CLASS CHARACTERISTICS

Incumbents of this class are used only for temporary extra help employment. The majority of appointments to these classes are seasonal.

EXAMPLES OF DUTIES – Duties may include but are not limited to the following:

CLERICAL:

Indexes and files letters, cards or documents; assembles and prepares material for mailing; searches files for specified information, proof-reads and compares records and reports; performs simple mathematical calculations; may answer telephone or receive the public and give out routine information; acts as messenger; operates simple office machines. Library duties may include sorting and shelving materials; charging and discharging library materials; assisting in simple processing and mending of library materials.

PARK MAINTENANCE:

Mows lawns using push or rider mower; collects litter in campgrounds and picnic areas; collects fees at the gate or at each campsite and makes change; cleans restrooms; maintains roads, trails and walks using shovels, rakes and brooms.

EXPERIENCE AND EDUCATION/TRAINING

No experience required.

SPECIAL REQUIREMENTS

Applicants under 18 year of age will be required to secure a work permit before being employed.

Director of Human Resources