

## EXTRA HELP CLERICAL SUPPORT

### **DISTINGUISHING CHARACTERISTICS**

This is an Extra Help (temporary) classification that is limited to no more than 900 hours per year. Incumbents are paid only for hours worked, are only entitled to legally mandated benefits, and do not have status. This is intended as an entry level support position, with incumbents learning and performing a variety of basic office, administrative, financial, statistical, document processing, and/or general support tasks for an assigned department or budget unit. This position is designed to be an entry-level, training position, with incumbents moving to the appropriate clerical/administrative extra help position when qualifications are achieved.

### **REPORTS TO**

A variety of supervisory or management positions, depending upon the department or program area where assigned.

### **EXTRA HELP GENERAL RESPONSIBILITIES**

Learns and performs a variety of basic office, administrative, and general support assignments; may learn to perform a variety of fiscal support and record keeping work, developing and maintaining financial records; learns to gather, assemble, organize, and tabulate data and information; may serve as an office receptionist greeting office visitors and answering the telephone, providing information and making referrals to other staff; receives, sorts, and distributes mail; learns and maintains and updates records and information retrieval systems; may learn to record and log invoices, claims and other documents; may learn to verify purchase orders and purchasing information; may learn to maintain work and time records; types/word processes and proofreads a variety of documents and material; may learn to update and maintain computerized records and generate reports; may learn and use spreadsheets and other special computer software; may learn to balance cash received, verify receipts, and prepare deposits; may learn to reconcile information problems and ensure the accuracy of a variety of records; may learn to provide requisite data to other government agencies, as delegated; performs basic special assignments related to the department and unit where assigned; operates office equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff and the public.

### **Training and Experience:**

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous experience in office or administrative support is desirable.

### **Special Requirement:**

None

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