

SERVICES AIDE

Class Definition

Under supervision, performs routine and repetitive tasks in an office or field setting.

Distinguishing Characteristics

Services Aide is a class in which an incumbent, following well-established work procedures, performs routine and repetitive assignments in an office or field setting. An incumbent may work without direct supervision.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Performs a variety of unskilled maintenance or custodial duties involving manual labor.

Plans and conducts recreational and related activities.

Issues and collects equipment, and maintains activity and attendance records.

Assists in the maintenance and security of equipment.

Assists in the maintenance of athletic fields, including watering and chalking.

May monitor wading pool activities.

May administer first aid and complete accident reports.

Performs such clerical tasks as copying, opening mail, stuffing envelopes, collating, and basic filing.

Performs other duties as required.

Knowledge, Abilities and Skills

Knowledge, abilities and skills will vary depending upon the department and type of assignment.

Minimum Qualifications

As determined by the appointing authority with Administrative Services approval.

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 05/25/00