



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>CLERICAL AIDE</b>
Jurisdictional Class:	Labor (JC Pending)
Civil Division:	County Departments, County Schools, Cayuga-Onondaga BOCES
Adoption:	CSM 11/09/94
Revised:	CSM 4/20/21, 2/16/22

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**DISTINGUISHING FEATURES OF THE CLASS:**

Assists in performing routine clerical work; does related work as required. The work is primarily of a routine nature and involves the learning of standardized clerical tasks. Although detailed instructions are given for the performance of duties, employees must exercise some independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, or by another step as determined by the immediate supervisor.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Sorts, indexes, and files;  
Uses computer software to enter data and organize information;  
Pulls material from files and makes simple file searches;  
Answers telephone, directs calls, and takes messages;  
Operates copy machine, fax, scanner, computer, and other machinery as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Some knowledge of office terminology, procedures, and equipment;  
Ability to understand and follow oral and written instructions;  
Ability to get along well with others;  
Ability to write legibly;  
Clerical aptitude;  
Mental alertness;  
Neatness;  
Accuracy;  
Tact and courtesy;  
Good time management.

**MINIMUM QUALIFICATIONS:**

None.