

Department: Probation
Classification: Competitive
Grade: 5

SPEC DISK F2
DOCUMENT 15

PROBATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine clerical work and/or assists in performing more difficult and responsible clerical work within the Probation Department. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts, indexes and files mail, bills, requisitions, and distributes correspondence to appropriate personnel within Probation;

Pulls material from files, makes simple file searches and maintains files;

Collects fees and accounts for monies received;

Assists with deposits;

Checks reports and records for clerical accuracy, completeness;

Answers telephones and gives out routine information and directs calls within the department;

Assists personnel within the Probation Department with various simple functions;

Scan, purges and archives probation records;

Operates office machines;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude, mental alertness; well organized; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (b) Three (3) years of clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).