

## **OFFICE SERVICES AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is office support work of a general, routine nature which may involve any variety of tasks including but not limited to running errands, shelving books and journals, obtaining and returning books and materials, clearing work tables, as well as occasional clerical and cleaning tasks. The work is performed under the direct supervision of the office or unit head. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Shelves books and journals;  
Gets books and journals from shelves and photocopies materials as requested;  
Opens and distributes mail;  
Clears work tables and maintains work areas;  
Runs errands;  
May maintain simple files;  
May perform routine cleaning of office machines;  
May perform other routine clerical tasks as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to understand and carry out directions; ability to perform the duties of the position\*.

**MINIMUM QUALIFICATIONS:** There are no formal training, education or experience requirements.

\*To be demonstrated during the probationary period.