COUNTY OF SOLANO

DEPARTMENTAL AIDE (Extra Help) - Unclassified

**DEFINITION**

Under close supervision, performs a variety of routine clerical and/or manual labor tasks; performs related duties as required.

**CLASS CHARACTERISTICS**

Incumbents of this class are used only for temporary extra help employment. The majority of appointments to these classes are seasonal.

**EXAMPLES OF DUTIES** – Duties may include but are not limited to the following:

**CLERICAL:**

Indexes and files letters, cards or documents; assembles and prepares material for mailing; searches files for specified information, proof-reads and compares records and reports; performs simple mathematical calculations; may answer telephone or receive the public and give out routine information; acts as messenger; operates simple office machines. Library duties may include sorting and shelving materials; charging and discharging library materials; assisting in simple processing and mending of library materials.

**PARK MAINTENANCE:**

Mows lawns using push or rider mower; collects litter in campgrounds and picnic areas; collects fees at the gate or at each campsite and makes change; cleans restrooms; maintains roads, trails and walks using shovels, rakes and brooms.

**EXPERIENCE AND EDUCATION/TRAINING**

No experience required.

**SPECIAL REQUIREMENTS**

Applicants under 18 year of age will be required to secure a work permit before being employed.

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Director of Human Resources