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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : CLERICAL AIDE-PD. or M.D.
Code: 010015 AAP
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Non Competitive

GENERAL STATEMENT OF DUTIES

Performs limited clerical duties following established methods and procedures; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are routine and the work is reviewed for quality, accuracy, and completeness with due consideration of the disability.

TYPICAL DUTIES

1. Receives, opens, sorts, distributes, and collects mail and packages.
2. Operates standard office equipment requiring no previous training.
3. Maintains files and records.
4. Acts as messenger or desk clerk.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Some knowledge of grammar, spelling, and arithmetic.
2. Some knowledge of modern office practices, procedures, and equipment.
3. Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

No formal education requirement.

Necessary Special Requirement

Certified as qualified to perform the duties by either the Commission for the Visually Handicapped in the State Department of Social Services as physically disabled by blindness or by the State Education Department as otherwise physically or mentally disabled.

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