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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SPECIAL CLERICAL AIDE
Code: 010018 AAS
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Under direct supervision performs repetitive, routine clerical duties; performs related duties.

COMPLEXITY OF DUTIES

The employees in this title are graduates of "Special Education" classes and are handicapped in various ways. No appointment may be made to this title for more than a two year period at which time the position must be reviewed and, if approved, the incumbent may be reappointed.

TYPICAL DUTIES

1. Files alphabetically.
2. Opens and sorts mail.
3. Delivers mail and messages within assigned building.
4. May do simple copy typing.
5. May operate ditto on mimeograph machine.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to read and write English.
2. Ability to operate simple office machines.
3. Ability to follow simple oral instruction.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of a "Special Education" program or similar training.

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