

**Lane Council of Governments
Job Classification**

Job Title:	S&DS Outreach Aide	FLSA Status:	Non-Exempt
Division:	Senior & Disabled Services	Range:	.20
Reports To:	Program Supervisor	Last Revised:	July 2001

General Statement of Duties

Performs a variety of entry-level, routine clerical and office tasks such as filing, basic data entry, and preparation of standard forms, within clearly defined instructions and under close supervision.

Supervision Received

Work is performed under continuing supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

Supervision Exercised

None.

Resource Responsibility

Little or no responsibility for monetary or human resources. Work is subject to review.

Essential Job Functions

Receives incoming calls and routes calls to appropriate individual or takes messages.

Provides general information and assistance to clients and the public regarding the services of S&DS and other agencies housed at the Tony Garcia Service Center.

Arranges/dispatches escorted transport for OAA/OPI eligible senior clients.

Provides routine clerical assistance to Senior Outreach worker.

Sorts and distributes incoming mail.

Operates copy machine; bills providers monthly for copier use.

Orders supplies as directed.

Other Job Functions

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Must be able to communicate effectively with other employees and the general public using tact, courtesy, and good judgment.

Must be able to understand and execute oral and written instructions, policies, and procedures.

Must work with accuracy and attention to detail.

Must be able to operate standard office equipment such as typewriter, computer terminal, word processor, and photocopier.

Education and Experience

High school diploma (or G.E.D.) and three months of general office and receptionist experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.