

Jurisdictional Class: Labor
Adopted: October 27, 2004 as Summer Aide
Revised: May 3, 2010

CLINIC AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position assists agency staff in performing unskilled labor or minimal clerical duties which do not require specialized knowledge in the field. The work is performed under direct supervision and in accordance with departmental policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May collect and maintain samples for testing and identification that may include water, food, mosquitoes, or other insect/animal specimen, etc;
May collect and organize data and information into pre-identified template or format;
Completes required paperwork, forms, and/or reports;
May assist staff with customer service, completion of forms, set-up and break-down of outreach sites for educational activities regarding specific public health topics/concerns;
May enter data into a computer database;
Performs other related work as required by department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Willingness to perform tasks;
Ability to work with people;
Ability to follow oral or written instructions;
Willingness to work under all weather conditions and around insects/animals.

MINIMUM QUALIFICATIONS: None