

Work Study Job Description

Job Title	Institutional Aide
Organization Name	CAO
Job Location	Lakewood, Washington
Address	
Pay Rate	\$13.00 - \$
Employment Period	Summer
Hours Per Week	19 hrs/wk
Contact Supervisor	Gemmerricia Osby
Phone Number	253-756-2971
Email Address	OSBYGEA@dshs.wa.gov
Website	http://www.dshs.wa.gov/mhsystems/wsh.shtml

Nature of Organization

In support of office operations, performs repetitive, routine, or relatively simple clerical duties/tasks such as establishing and maintaining record keeping/filing systems and/or database files, serving as receptionist, performing mathematical calculations and copying materials.

Duties and Responsibilities

Stacks, stamps, opens, codes, sorts, files or alphabetizes correspondence, records, or materials according to established procedures and predetermined categories; maintains files and records; Answers telephones; following clearly established guidelines, answers routine questions; receives and refers visitors; Functions as a receptionist. Performs messenger services on a specific route or particularly addressed material within or between departments; Keyboards/types office forms, envelopes, labels, and index tabs; Photocopies and collates material; Performs basic arithmetic such as addition, subtraction, multiplication, and division; Operates a variety of office equipment such as computer/word processor and associated software, typewriter, calculator, document imaging, printers, multi-line phone system, and copy machine; Enters and retrieves data from electronic data processing systems; establishes and updates information; generates documents and correspondence; communicates with others via electronic means; updates computer system files; Opens and date-stamps incoming mail; learns to sort and route mail; picks up and prepares outgoing mail; learns to maintain logs, lists, rosters, directories, and other records; Performs incidental typing; Attends training classes; Performs other duties as required. Knowledge and Abilities Knowledge of: basic knowledge of modern office practices, methods and procedures; English grammar, vocabulary, spelling and punctuation; basic arithmetic; the use of electronic information equipment. Ability to: learn simple and repetitive office tasks; demonstrate reliability and a desire to learn new skills; understand and carry out oral and written instructions; understand procedures, manuals, policies and guidelines; exercise sound judgment when initiating processes, actions, and alternatives within established procedures, policy, and local practice; ability to learn general goals and purpose of departmental services and operations; establish and maintain harmonious work relationships with co-workers and the general public; communicate effectively verbally and in writing; learn and perform assigned clerical tasks and routines; maintain confidentiality of restricted information; enter data accurately.

Minimum Qualifications

High school graduation or GED (General Educational Development) equivalent. OR Six months of clerical work experience OR Equivalent education/experience.

Educational Benefits

Under direct supervision, learns and performs a variety of routine office support functions; such as copying materials and filing documents in a filing system, posting records, answering telephones, and/or receiving visitors, and distributing mail and other office materials. Public and departmental contact role is limited in scope.

How to Apply

Job Number: 75DSHS08 | Category: Office & Administrative | Program: Community Service - FED |
Reimbursement Rate: 75%