



General Support Worker

Category: Classified
Pay Grade: C55
Job Code: 01522

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs part-time basic, routine, and repetitive office or manual work providing assistance to assigned staff or managers of specific department or departments of the County; may perform manual, clerical, or line operations work.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- May provide assistance to others in manual labor, staff, or line work relating to the requirements of the department;
- May perform routine clerical and filing duties;
- May direct customers to appropriate service areas;
- May type basic correspondence and complete simple forms and/or reports from copy or rough drafts;
- Makes simple arithmetic calculations and computes data from requisitions, statistical reports, time reports, service orders, or other records;
- May provide information, assistance, and services to the general public, employees, and others in person, by telephone, or by other forms of communication;
- May operate standard office machines and may do typing or data entry work;
- May perform light to medium physical work moving or stocking materials and supplies or other light manual functions;
- May relieve or fill in for other employees as needed;
- Maintains inventory and stock;
- Distributes mail;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) months of related work experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of general office practices;
- Skill in typing or other keyboarding at a reasonable rate of speed;

- Ability to perform the work as outlined by the assigned departmental manager or designee;
- Ability to receive the public with tact, patience, and courtesy;
- Ability to learn assigned tasks, adhere to prescribed routines, and to understand and follow oral and/or written instructions;
- Ability to understand and carry out basic and written instructions and keep records.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.