NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

Title: CO-OP

GENERAL STATEMENT OF DUTIES: Performs routine manual/clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine manual/clerical work performed under immediate supervision in accordance with a well-defined procedure.

EXAMPLES OF WORK: (Illustrative only)

- Performs simple tasks as assigned;
- Runs errands and delivers messages when required;
- Delivers miscellaneous paperwork to law firms, agencies or other County departments or locations;
- Collates paperwork;
- Folds information for and stuffs envelopes;
- Files papers in alphabetical or numerical order;
- Makes photocopies;
- Answers telephones;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to understand and comply with simple oral and written instructions; ability to learn assigned tasks; ability to follow prescribed routines; ability to get along well with others and to communicate courteously and effectively; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Age not under 15 years and completion of one year of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:
Established: 08/06/90
Revised: 01/24/95
Revised: 10/01/99
Revised: 01/02/06