

LANCASTER COUNTY
CASUAL WORKER I

NATURE OF WORK

This is entry-level routine clerical or general laboring work usually on a part-time or seasonal basis.

Work involves responsibility for performing work of a clerical or manual nature which does not require a high degree of manipulative skill or previous experience. Usually work is performed under the immediate direction of an employee of a higher classification. Work assignments may be repetitive in nature, and once learned, can be performed without difficulty under general supervision.

EXAMPLES OF WORK PERFORMED

Performs general clerical work including typing, filing and operating simple office machines.

Guides or gives general information to the public, answers phone calls, carries out errands and performs messenger duties.

Performs labor such as picking up debris and litter, loading/unloading items, equipment or materials, cutting grass and weeds, and cleaning vehicles and other items.

Enters information into a computer terminal; proofs, edits data within a computer system.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Ability to successfully perform the specific duties required of the position.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to understand and to follow oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a junior high school and experience relating to specific work area as assigned.

MINIMUM QUALIFICATIONS

Some experience relating to specific work area as assigned or any equivalent combination of desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license if deemed appropriate for the position as determined by the appointing authority.

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