

GENERAL SUPPORT WORKER

Job Code	Pay Grade
01522	CL55

Nature of Work

This is part-time basic, routine and repetitive office or manual work providing assistance to assigned staff or managers of specific department or departments of Pinellas County. These duties and responsibilities may involve manual, clerical or line operations work. An employee in this class is expected to perform basic assigned duties and work assignments under close supervision. There is limited opportunity for independent judgment and no specialized knowledge is required. This classification usually supports other staff in the performance of their duties. Persons may be appointed to these positions by the Appointing Authority with the concurrence of the Director of Personnel and without the requirement to establish and hire from an eligible register. The employee will be considered a part of the permanent classified service.

Rate of pay is established by the Appointing Authority with the concurrence of the Director of Human Resources.

Minimum Qualification Requirements

- 6 months work experience.

Appointing Authority May Also Require

- 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 desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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, 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.
- Performs related work as assigned or required.

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.

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Created	EEOC Code	Overtime Code
4/08	Administrative Support6	AClassified

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