

LANCASTER COUNTY CASUAL WORKER

NATURE OF WORK

This is work normally of short duration, performing various organizational and professional duties within a specified program area.

Work involves assisting in various functions relating to the operations of the department assigned to learn the principles, practices, and techniques of the particular profession involved. The work is designed to stress professional development in an assigned program area through orientation to county government and specific program activities and practical experience. Specific instructions are received with all work assignments; however, the incumbent is expected to learn and apply basic principles and practices of the profession and to perform increasingly difficult work commensurate with years of training. Work is supervised by a professional or administrative superior.

EXAMPLES OF WORK PERFORMED

Assist in review of programs in specific fields including finance, human services, engineering, property assessment, and other applicable areas of county government.

Prepare special reports concerning assigned area; conduct surveys and collect data to be used in administrative, fiscal, budgetary and procedural analysis.

Perform elementary research and assessment work as assigned by administrative or professional superior.

Assist professional employees in routine assignments to become familiar with department operations and to learn the fundamental principles and practices of the profession involved.

Operate modern office equipment including computer, fax, copier and calculator; enter and update information in a computer software application.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Some knowledge of the fundamental principles and practices of the profession employed by department to which assigned.

Some knowledge of research techniques, methods, and procedures.

Ability to learn the fundamental principles, practices, and techniques of the profession to which assigned.

Ability to analyze, interpret and submit oral and written reports on research findings.

Ability to communicate effectively both orally and in writing.

Ability to operate modern office equipment including computers, copiers, fax machines and calculators.

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

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and six months of experience performing organizational or professional duties related to the area of assignment or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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