

Community Service Aide II**This is a Seasonal/Casual Classification.**

Seasonal/Casual/Casual Other appointments are used for positions that occur, terminate, and recur periodically or regularly. Casual/Casual Other employees serve at-will and do not accrue status in the class to which they have been appointed and have no appeal rights upon demotion, suspension or termination from employment.

Casual/Casual Other employees do not accrue vacation, or service credit. Casual/Casual Other employees may accrue sick leave as required by City of Portland City Code or State law. Casual/Casual Other employees generally are not eligible for retirement benefits unless they have worked at least 600 hours in a calendar year in a qualified position. Full-time Casual/Casual Other employees are eligible for holiday pay if they were hired at least two weeks prior to the holiday and are in pay status the day before and the day following the holiday. Part-time Casual/Casual Other employees are not eligible for holiday pay. Casual/Casual Other employees may qualify for medical coverage under the federal Affordable Health Care Act (ACA). Such coverage will be equivalent to the medical, dental and vision coverage offered to other seasonal employees.

Casual/Casual Other employees are not eligible for reemployment under the Administrative Rules on Reinstatement or Layoff & Recall and do not have bumping rights. Casual/Casual Other appointments are limited to 1400 hours per calendar year. (Reference Administrative Rules [3.03 Casual/Casual Other Appointments](#))

Under routine supervision, and with moderate discretion, CSA II positions perform general support duties of a broad scope while following established guidelines and procedures.

Responsibilities are broad and may include:

Under general supervision, triaging phone calls, scheduling meetings, preparing meeting packets, setting up rooms, taking and transcribing meeting notes, filing, printing, inventory of supplies, assisting with event planning and staffing, data entry, and basic research; assist with records management activities; provide support to staff in multiple locations, creating and managing filing systems, archiving, scanning, and indexing documents of various types. Collecting environmental samples; perform research, outreach and communication, assisting with project management, site assessment, mapping, data collection, and working with databases; assist in field work and project monitoring. Conduct legal research, draft legal documents; assist in formulating advice on legal issues; summarize legal information; participate in a variety of legal proceedings. Perform entry-level information systems support duties such as assisting with desktop support and deployment, QA testing and information security.

Other duties of comparable work may be assigned.

June 2009 - Change Job Class number from 7452 to 30000590, due to system change.

July 2012 – revised maximum hours and other language to match updated Administrative rule.
January 2019 – added general description of duties and responsibilities.