

DISTINGUISHING FEATURES OF THE CLASS: This position involves a variety of duties assigned to students, in a government agency or school. Work is generally performed under close supervision of a superior. The work is normally seasonal in nature and involves the performance of unskilled tasks of a very routine nature.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May perform general clerical duties;

May serve as a receptionist and/or switchboard operator;

Performs occasional or incidental typing;

May assist in the planning, instruction, and supervision of socials, dances, athletic activities, games and other activities;

May perform routine labor duties, such as litter plucking, garbage collection in parks, planting and caring for trees, shrubs and flowers and mowing lawns, cutting brush, detailing vehicles;

May perform a variety of building maintenance, cleaning or groundskeeping tasks, including sweeping and dusting;

May assist in stockroom as required;

May assist customers with computer related questions;

Assigned various other duties as required by the agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability and willingness to learn; ability to follow oral and written instructions; ability to develop effective working relationships and deal diplomatically with the public; good judgment.

MINIMUM QUALIFICATIONS:

The only requirement is that the student worker be enrolled as a student in a junior high school, high school, or college.

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Last Reviewed: 9/09/97
Jurisdictional Class: laborer
Public Hearing: yes
NYS Civil Service Commission Approval: yes

Revised in Draft – 2/4/11
Removed from Draft & Placed in Classplan on 4/8/11
Revised and Replaced in Classplan: 3/30/2023