

STUDENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of a variety of routine clerical duties in support of an office in a school district. Employment in this program terminates upon the student's graduation from high school. The work is carried out in accordance with established procedures designed to provide the student with an opportunity for practical application of skills learned in the classroom. Work is performed under the direct supervision of the professional staff of a school district with specific tasks explained in detail and reviewed upon completion. Supervision is not a function of this class. Does related work as required.

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.

Performs a variety of routine clerical duties in support of an office in a school district;

Types a variety of letters, forms, reports, labels and similar material;

Answers telephone and provides routine information;

Sorts correspondence, forms, mail and other material;

Files correspondence, memoranda's, reports, forms, mail and other material;

Indexes material;

Maintains physical records;

Retrieves records as needed;

Addresses envelopes and assembles materials to be mailed;

Operates a typewriter, word processor, personal computer or other office machines in the course of carrying out various clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to acquire knowledge of office terminology, procedures and equipment; ability to acquire knowledge of basic business arithmetic and English; ability to type at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; willingness to perform routine manual work; mental alertness; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Enrollment in a course of study in a high school, business school, technical or trade school or in a two or four year college or university.

ULSTER COUNTY
6990 ST WKR
Classification: Non-Competitive
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Adopted: July 24, 1979
Revised: April 5, 2006
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