

STUDENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a supportive position that provides assistance to staff or management in the various jurisdictions. The incumbent will be a high school student who is legally eligible to work. A student worker may assist in different ways such as with clerical work or routine manual labor in conformance with statutes governing the employment of minors. Work is performed under the direct supervision of a unit head, clerical employee, or other employee. A Student Worker does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the clerical operation of a municipality by performing routine tasks such as filing;
- Operates a copy machine making copies as needed;
- Answers phones and directs callers to appropriate personnel;
- Runs errands as needed;
- Sorts mail;
- Acts as a receptionist;
- Acts as helper to skilled or semi-skilled workers;
- Helps to maintain lawns, trees, and the grounds property;
- Helps to maintain buildings;
- Performs light cleaning duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Willingness to perform routine work , ability to understand and follow simple instructions, physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: NONE

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/27/2005