

Jurisdictional Class: Labor
Adopted: August 14, 1987
Revised: June 30, 2021

WORK STUDY STUDENT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is a student who will be given a temporary work assignment in the community to prepare them for successful long-term employment consistent with their strengths, resources, priorities, concerns, abilities, interests, and informed choices. The program enables them to learn fundamental work habits, learn basic work skills. The employee performs a variety of routine manual, clerical, technical, or recreational work in agencies within the community and job tasks will be different based on the employer and the student's individual abilities and interests. Work is performed under direct supervision, with specific instructions provided as to the duties to be completed, the order of completion, and the method of completion. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May act in a clerical capacity, assisting with phones, filing, record keeping, and light typing;
May operate copiers, simple computing, and other office machines;
May sort, index, and file mail, bills, requisitions, and other materials;
May pick up and deliver mail and other materials;
May make arithmetic computations and compile simple reports;
May perform labor functions such as: cutting grass, raking, shrub and rubbish removal, hedge trimming, planting and caring for trees, shrubs, flowers, etc.;
May collect and dispose of trash and litter;
May perform cleaning tasks such as: dusting, washing, sweeping, vacuuming, washing floors, locker rooms, stairs, hallways, restrooms, etc.;
May act in a recreational setting involved in monitoring of activities in an organized recreational program, working with youth in play, craft, or athletic activities;
May issue and collect recreation supplies and equipment;
May maintain order of recreation facilities;
May assist patients with meals in bed or help them to the dining area;
May assist in outside field trips as requested;
May stock shelves and straighten merchandise;
May assist with basic maintenance of computer equipment;
May perform tasks of a basic nature in areas of assignment other than those described above.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to understand and follow simple oral and written direction;
Ability to be courteous and secure the cooperation of the general public and others;
Ability to get along well with others;
Ability to perform simple manual tasks;
Willingness to work out of doors occasionally under adverse weather conditions.

MINIMUM QUALIFICATIONS: None