



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	STUDENT WORKER
Jurisdictional Class:	Non-Competitive (Approved – NYSCSC 2/9/04)
Civil Division:	All Civil Divisions
Adoption:	CSM 12/18/02
Revised:	CSM 08/13/03, 01/09/08

DISTINGUISHING FEATURES OF THE CLASS:

This is a position used in various civil divisions during the year to employ students to help in variety of routine tasks that require no previous work experience. Work is performed under direct supervision by an assigned Supervisor during the summer months or on a part-time intermittent basis during the school year. Incumbents must be a returning high school or college student. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Answers telephone and gives out routine information;
Sorts, date stamps, and delivers mail and packages;
Files cards, letters, forms, reports, and other materials;
Makes copies and collates information;
Searches for and retrieves materials from files;
Checks details on documents, reports, forms and claims for accuracy and completeness;
Performs special projects as assigned;
Operates a typewriter or personal computer to perform incidental typing;
Operates various office equipment such as a copier or fax machine;
Collects fees and issues receipts;
May demonstrate and model appropriate use of classroom tools and procedures;
Signs equipment in and out;
Assists in cleaning and grounds maintenance activities;
May sweep, mop, strip, and wax floors, wash walls and windows, dust, and perform other cleaning duties;
May move and store supplies;
Arranges chairs, tables, and other equipment for special use in public buildings;
Performs a variety of routine manual work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to understand and carry out simple oral or written directions;
Ability to work cooperatively with others;
Ability to model appropriate behavior;
Ability to demonstrate classroom procedures and the use of classroom tools;
Willingness to perform a variety of manual or clerical tasks;
Desire to develop job skills and proper work habits through work experience;
Tact and courtesy;
Good judgment; initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Minimum Age of 14 and must be a returning high school or college student.

Special Requirement:

At time of appointment incumbents who are under 18 years of age will be required to provide an appropriate employment certificate or permit ("Working Papers") issued in accordance with regulations promulgated by the New York State Department of Labor.

Note: Incumbents under the age of 18 will be restricted from performing functions that are prohibited by the State or Federal child labor regulations.