

STUDENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of tasks in a specified department. These positions are provided to employ inexperienced high school and college students to give them some exposure to occupational activities. These tasks are assigned and directly supervised by a high ranking employee. On the job training and instructions are provided by a department employee familiar with the task. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Mows, rakes and cuts grass and trims hedges;
- Plants and cares for trees and shrubs;
- Collects and disposes trash and litter;
- Assists in walking, feeding, bathing and aids in caring for patients in a nursing home;
- Assists patients with meals in bed or helps them to the dining area;
- Assists on outside field trips as requested;
- Sweeps, vacuums and washes floors, stairs, hallways and rest rooms;
- Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
- Answers telephone and gives out routine information or relieves at switchboard;
- Operates mimeograph, photocopier, simple computing and other office machines;
- Makes arithmetic computations and compiles simple statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and follow simple oral and written directions; ability to be courteous and secure the cooperation of the general public and others; ability and willingness to perform simple manual tasks, willingness to work out of doors occasionally under averse weather conditions; dependability; sobriety; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

Non-Competitive

Adopted 09/15/1994 Personnel Officer