

## STUDENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work either in a municipal or school office, or municipal or school maintenance program, performed by a student under close supervision in accordance with prescribed routine. Performs related work as required.

### TYPICAL WORK ACTIVITIES:

*In a Municipal or School Office:*

Opens, sorts, and distributes mail;  
Sorts, indexes, and files materials alphabetically and numerically;  
Fills requests for applications, forms, cards, etc.;  
Answers telephone and personal inquiries and directs callers;  
Operates office machines;  
May type from straight copy, rough draft, etc.  
Performs a variety of related activities as required.

*In a Municipal or School Maintenance Program:*

### COMMON OUTDOOR WORK:

Uses a shovel, pick, rake, scythe, axe, saws, and other common hand tools as required for particular tasks;  
Mows and rakes grass using hand or power-operated machines;  
Removes snow and ice and sands and salts walks and streets;  
Collects and disposes rubbish;  
Does routine painting and performs other similar maintenance work;  
Weeds gardens and assists in planting flowers and shrubbery;  
Performs a variety of related activities as required.

### COMMON INDOOR WORK:

Dusts furniture, venetian blinds, window ledges, etc.;  
Sweeps, washes, strips and waxes floors;  
Washes windows, walls, toilet and lavatory facilities, ashtrays, etc.;  
Cleans light fixtures and replaces burned out bulbs;  
Collects and disposes of refuse;  
May stock and distribute supplies and move furniture;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Office Work: clerical aptitude; familiarity with office terminology, procedures, and equipment;  
Maintenance Work: familiarity with minor maintenance and cleaning methods, materials and equipment; ability to understand and follow simple directions; ability to read and write English.

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.

SPECIAL REQUIREMENT: An employment certificate or permit is required for candidates under eighteen (18) years of age at time of appointment.

NOTE: In order to receive appointment in this title, an individual must have student status, have been a student in the preceding school semester, or plan to be a student in the upcoming semester.