

STUDENT WORKER CLERICAL

KIND OF WORK

Entry level student clerical work.

NATURE AND PURPOSE

Under immediate supervision, an employee in this class performs and learns to perform routine clerical work. Work is often project or short-term in nature.

This classification differs from entry level clerical classes in that incumbents must be enrolled in secondary, post-secondary or graduate study programs. Incumbents would not be expected to possess on-going program or procedural knowledge.

Student worker classes are designed to provide students in secondary, post-secondary and graduate study with employment that assists them in reaching identifiable educational goals. Student worker positions may exist in any state agency and can be filled at any time. Employees appointed as student workers are in the unclassified service pursuant to law.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provide courier or mail service to department staff so that materials reach their designated locations by: picking up or dropping off federal and inter-office mail; sorting and date-stamping incoming mail and delivering it to its intended recipient; using facsimile equipment to transmit material; preparing mail for Federal Express or other special mail delivery systems and using department mailing lists.

Greet callers in person or on the phone and direct them to the appropriate destination so that their needs are addressed and a positive department image is maintained by: answering the phone and greeting visitors; routing calls and visitors to appropriate staff; providing information and printed material as requested; taking and conveying messages to absent staff; assisting visitors to state parks by selling park permits, registering campers and assigning them to campsites and selling firewood.

Photocopy materials so that all duplicating work is completed within needed time constraints by: checking and maintaining paper supplies; maintaining order in copy room(s); operating photocopy machines; collating and stapling documents and monitoring recycling bins as needed.

Distribute office supplies so that staff are supplied with materials needed to complete assigned tasks by: collecting and distributing phone books; picking up supplies from central stores or supply room; delivering supplies to requesting staff and maintaining order in supply storage areas.

Type documents so that routine typing is accomplished as needed by formatting material properly; checking spelling and grammar of material typed and operating typewriters, word processors and other keyboarding equipment.

File and otherwise maintain department records per established procedures so that information is collected and stored appropriately by coding material; maintaining logs; entering information in computer files; filing material in standard file cabinets; maintaining daily records of state park visitor count and item sales; by shelving books and periodicals in state libraries and indexing and arranging card files.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Business grammar and spelling sufficient to read and write messages, instructions and other materials.

Federal mail systems sufficient to mail department materials in a timely manner.

The alphabet and numbers sufficient to file alphabetically or numerically.

Math sufficient to total supply order bills or charge visitors appropriately for campsites or purchased goods.

Skill in:

Typing sufficient to prepare materials using keyboard equipment.

Ability to:

Read and write English sufficient to carry out work directions.

Communicate orally and in writing sufficient to provide information to visitors and staff.

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Rev.: 05/84; 9/91
Ckd.: 05/84

T.C.:
Former Title(s):