

STUDENT WORKER PARAPROFESSIONAL SENIOR

KIND OF WORK

Senior level student technical and paraprofessional work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class performs and learns to perform technical and paraprofessional work assisting state employees in technical and professional occupations related to their field of study. Work is often project or short term in nature.

This classification differs from entry level professional 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.

At this level, students have generally completed at least two to three years of post-secondary education related to the program in which they are employed. This class differs from the Student Worker Paraprofessional in that incumbents in that class would be expected to have completed at least one year of post-secondary education in the program area in which they are employed.

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.)

Research issues so that the agency is provided with information and data to support its programmatic goals and functions by obtaining and reviewing files and literature; preparing and administering surveys; developing coding and reporting forms; coding and entering data into computers; analyzing collected data; preparing charts, graphs and tables; and writing memoranda and reports summarizing collected materials.

Assist and support laboratory analyses so that such analyses are complete, accurate and supportive of department programs and functions by receiving, recording and processing specimens; preparing laboratory test procedures, calibrating, aligning and using laboratory equipment and supplies; conducting lab tests, analyzing samples and preparing reagents, calculating, analyzing and reporting test results; and entering and tabulating statistical data.

Promote understanding of department programs and issues by distributing and analyzing reader surveys; developing workshops and displays; preparing and revising handbooks, manuals, pamphlets, brochures, employee newsletters and other informational and promotional materials; preparing materials for publication, and distributing material as appropriate.

Assist with criminal investigations at the Public Safety Bureau of Criminal Apprehension so that Special Agents receive support to complete them by conducting interviews, surveillance, and searches; maintaining and operating equipment; gathering and organizing intelligence and reports; preparing legal drafts, processing, packaging and transporting evidence; providing subpoena service and search warrant returns and drafting legal documents.

Schedule and prepare for conferences and hearings at the Office of Administrative Hearings so that the hearings officers are assisted as appropriate and parties to the hearings are well-informed in a timely manner by reviewing pre-trial statements, arranging conferences and hearings at appropriate times and locations, preparing witness lists; advising affected parties of subject laws and policies; and identifying cases to be handled on an expedited basis.

Utilize computer hardware and software so that department programs receive information and data analysis support by meeting with staff to identify information needs; designing, testing and debugging programs; downloading existing programs; entering data elements; and developing and analyzing summary data and tables.

Conduct surveys as a crew member in the Department of Natural Resources so that needed information is collected by conducting site investigations; surveying and inventorying reforested areas; preparing plans and specifications; and analyzing field data.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Research techniques and procedures sufficient to conduct studies related to department programs independently and effectively.

Laboratory procedures sufficient to assist professional staff with laboratory analysis.

Criminal and legal investigatory techniques sufficient to assist Special Agents with criminal cases.

Academic disciplines related to department programs sufficient to work effectively within department programs.

Skill in:

Use and programming of computers.

Ability to:

Communicate orally and in writing sufficient to provide information to visitors, staff and other department clients.

Prepare and write materials related to department programs sufficient to inform the public and clients about department programs.

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T.C.:
Former Title(s):