

OFFICE WORKER (STUDENT)

DISTINGUISHING FEATURES OF THE CLASS: This is standard office clerical work performed by a student within a local municipality. Appointments in this class are typically temporary and seasonal. The work is performed under the direct supervision of the department head or designated supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with clerical tasks such as filing, data entry and document preparation;
Organizes, categorizes and archives material both manually and digitally, using alphabetical and numerical systems;
Processes requests for applications, forms and other related materials;
Responds to telephone and in-person inquiries, providing assistance and directing callers as needed;
Utilizes office technology and equipment;
Prepares documents from handwritten drafts, rough notes or other sources;
May perform research on a variety of subjects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to perform clerical tasks; familiarity with office terminology, procedures and equipment; ability to work effectively with others; ability to follow standard oral and/or written instructions.

MINIMUM QUALIFICATIONS: Enrollment as a high school or college student in the current or immediately preceding semester.

SPECIAL REQUIREMENT: Continued enrollment in high school or college must be maintained throughout the course of employment in this title. The appointing authority is responsible for confirming enrollment status in each academic semester following initial appointment.