

STUDENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent performs a variety of elementary and routine clerical tasks in assisting a departmental staff member or in a municipal office. The work requires care and accuracy, but does not involve any skill or exercise of judgment. Work is performed on a part-time basis, in accordance with New York State Labor Laws. Such work will be in a non-hazardous occupation for an incumbent under eighteen years of age. The term of appointment is limited to two years. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives instruction and on-the job training in clerical/office operations and in the use of office equipment;

Opens, sorts, time/date stamps, distributes, collects and sends out mail;

Does simple indexing and filing of correspondence and/or office records;

Operates simple office equipment such as calculators, copiers, microfilm/fiche, etc;

Completes simple reports where forms and methods of completion are well defined;

Runs errands and does messenger work;

Performs routine clerical work such as typing, filing, etc.;

May use computer applications while performing the functions of the position.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and carry out oral and written directions; ability to learn quickly; ability to follow written and oral instructions; ability to maintain effective relationships with fellow employees and the public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer application software in performing work assignments; willingness to follow a prescribed routine; accuracy; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None

SPECIAL REQUIREMENT: Enrollment in at least the eleventh grade, sixteen years of age and possession of Working Papers.

Jurisdiction: Towns and Villages

J.C: Labor

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Job Class Code: 0971