

Department: All Civil Divisions
Classification: Labor
Grade: 2 (County)

SPEC DISK H4
DOCUMENT 38

STUDENT TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of tasks in a specified department. These positions are provided to employ inexperienced high school and college students to give them some exposure to occupational activities. These tasks are assigned and directly supervised by a high ranking employee. On the job training and instructions are provided by a department employee familiar with the task. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Mows, rakes and cuts grass and trims hedges;
Plants and cares for trees and shrubs;
Collects and disposes trash and litter;
May assist patients with meals in bed or helps them to the dining area;
Assists on outside field trips as requested;
Maintains order of recreation facilities;
May issue and collect recreation supplies and equipment;
Sweeps, vacuums and washes floors, locker rooms, stairs, hallways and rest rooms;
May sort, index and file mail, bills, requisitions, ledger cards and other material;
Answers telephone and give out routine information;
Operates photocopier, simple computing and other office machines;
Makes arithmetic computations and compiles simple statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and follow simple oral and written directions; ability to be courteous and secure the cooperation of the general public and others; ability and willingness to perform simple manual tasks; willingness to work out of doors occasionally under adverse weather conditions; dependability; sobriety; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

AMENDED: 06/19/98