

GENERAL DESCRIPTION OF CLASS

The STUDENT OFFICE WORKER assists or supplements a permanent, trained work force by performing repetitive and routine office work that can be easily learned on the job. Employees in this class require limited or no knowledge of agency operations and typically work in a general government occupation such as clerical, secretarial, data entry, accounting, word processing, and stores.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

Under guidance of a permanent trained employee, student workers in this class receive training and work experience in one or more tasks listed below or other related duties within the same general government occupation. They work part time or on a limited duration basis with working hours coordinated with their school schedule.

Typical tasks: performs clerical/secretarial work such as making copies, filing, answering telephones and taking messages, typing simple letters, memos, and other material from rough draft; enters and/or retrieves information using video terminal; receives, sorts, and delivers mail and/or conducts other messenger service activities; operates word processing hardware/software by transcribing and typing a variety of texts and documents; edits and proofreads documents produced, and updates, combines, and purges archives, cassettes, tapes, disks, and disk indexes; operates a data entry machine to transfer information from source document to tape or disc, or directly to computer memory; reads, codes, and enters data from handwritten or typed source documents; verifies accuracy of data keyed by another operator by reentering data, correcting errors, inserting missing information, and deleting unnecessary information as instructed; performs repetitive processing of documents by sorting, batching, and totaling input documents for entry into the accounting system; posts entries to and balances accounts and subsidiary ledgers such as receivables and payables; types forms or documents such as purchase orders, stores requests, and property records; receives, stores, and distributes supplies as part of a storeroom/warehouse operation; dispatches permanently assigned and day-use vehicles either manually or through the use of on-line computer terminal equipment; processes trip tickets; maintains reservations register by obtaining driver and passenger names, department name and number, license number, and destination; meets customers, receives monies, and makes change in exchange for goods or services operating a cash register or keeping a cash box.

RELATIONSHIPS WITH OTHERS

Depending on assigned tasks, employees in this class may have daily in person contact with other agency staff while providing copying services. Employees may have occasional in person or telephone contact with the general public while providing backup coverage for positions such as switchboard operator and cashier.

SUPERVISION RECEIVED

Employees in this class initially receive close supervision from a supervisor or manager who assigns and

reviews work several times a day to ensure accuracy, timeliness, and efficiency. As performance warrants, the work of employees in this class is checked less closely and additional duties may be assigned. The work is performed within well-defined guidelines and established procedures.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of spoken and written English sufficient to perform assigned tasks.

Basic knowledge of the alphabet and proper number sequencing.

Basic knowledge of proper punctuation, spelling, and capitalization.

Ability to perform assigned tasks quickly and accurately from oral and written instructions.

Ability to communicate orally with a variety of people to gather and exchange information (e.g., personnel in other agencies, the general public, equipment service technicians, and vendors.)

Ability to type (proficiency levels will be based on individual position requirements).

Ability to apply normal formats, forms, and typing policies of the unit for which work is done.

Ability to operate office equipment such as dictation equipment, computer terminal, word processor, calculator, photocopier, or microfilm camera developer, or proofreader.

Ability to proofread work, correcting errors in initial preparation stages.

Ability to perform simple tasks to maintain office equipment such as changing ribbons or film, adding paper, ink or toner, clearing paper jams, and cleaning surfaces and covers.

Ability to use dictionaries, handbooks, and other reference materials.

Ability to stand for long periods throughout the day.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.