

STUDENT AIDE

MINIMUM QUALIFICATIONS: None

DISTINGUISHING FEATURES OF THE CLASS: This position is for current high school or college students and involves responsibility for assisting staff members in a wide range of tasks. The employee works under the immediate supervision of a professional staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists staff members with recording attendance in recreation or class activities;
Assists staff members when visiting social services participants in stimulating cognitive skills in babies and teaching mothers how to do the same;
Assists Public Health staff in various tasks, including telephone interviews and documenting relevant data;
Assists staff members in preparing routine clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Interest in working with people; ability to get along with others; dependability; ability to understand and follow directions; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 14, 1981

REVISED: NOVEMBER 25, 2020

CIVIL SERVICE CLASSIFICATION: LABOR