

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WORK SERVICE AIDE – 1995

DEFINITION:

Under immediate supervision, to perform a variety of entry-level, unskilled tasks in various City departments; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Washes trucks and cars;
- Paints playground equipment;
- Stuffs envelopes for mass mailing;
- Runs errands and picks-up supplies;
- Sorts and discards obsolete material;
- Cleans areas of debris and litter;
- Sets-up chairs, tables, and equipment;
- Sweeps and mops floors.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.