

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STUDENT WORKER - 1914

DEFINITION:

Under immediate supervision, to perform a variety of routine clerical, non-professional engineering, or general laboring tasks; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs routine library tasks such as issuing, sorting, shelving, and straightening books;
- Collects overdue book fees from the public;
- Does simple book mending, bindery work, and lettering;
- Prepares magazines and pamphlets for library use;
- Does general office clerical work including typing, filing, and operating simple office machines;
- Microfilms documents;
- Runs errands and picks-up supplies;
- Picks-up, sorts, and delivers mail and other light materials to various office locations;
- Maintains office supplies;
- Occasionally delivers money, pay checks, and documents to proper destinations;
- Sorts and discards obsolete material;
- Records and tabulates simple survey information;
- Answers telephones and provides routine information to the public;
- May assist skilled workers in technical occupations;
- Performs unskilled labor such as cleaning areas of debris and litter;
- Sets-up chairs, tables, and equipment;
- Assists in moving furniture;
- Does simple cleaning work such as sweeping and mopping floors;
- Guides or gives general information to the public.

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 City of San Diego Internship and Work Readiness Opportunities: <https://www.sandiego.gov/volunteer-program/youth>.

Current enrollment in high school or college.

- * 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.**