

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### STUDENT WORKER

##### 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 Job Announcement for updated minimum qualifications.

Current enrollment in high school or college. Possession of a valid California Class C Driver's License is required for some positions.

- \* **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.