

City of Dallas
Classification Specification

Title:	Student Worker	Class Code:	32412
Application:	Career Series	Pay Grade:	A
Supplemental/Code:	Clerical/4	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Provides various types of clerical or trades support to obtain experience and knowledge in an office or a particular trades fields.

Essential Functions Performed Depending on Assignment:

1. Types form letters, memos, and other documents to assist clerical staff.
2. Answers the telephone and assists or directs callers to appropriate person or location.
3. Prepares folders and files a variety of documents in specified location.
4. Sorts, stamps, mails, and/or delivers mail to various locations.
5. Assists in the operation of various office equipment to complete assigned task.
6. Cleans cars, trucks, and shop to maintain order or cleanliness. Changes tires on vehicles to repair flats.
7. Assist mechanic in making repairs on vehicles.
8. Assist storekeeper(s) in pulling re-order list, recovering material from vendor, checking out material, stocking shelves and maintaining inventory count as required by departmental policies.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Basic knowledge of office procedures.

Basic knowledge of telephone etiquette.

Ability to learn to operate computer keyboard and related software.

Ability to apply basic math.

Ability to follow oral and written instructions.

Must be a student in the Vocational Education Program.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards Depending on Location:

May work in normal office conditions.

May require lifting, stooping, sitting, squatting, and carrying.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.