

OFFICE WORKER (STUDENT)

DISTINGUISHING FEATURES OF THE CLASS: This is routine office clerical work performed by a student under close supervision in accordance with prescribed routine. Does related work as required.

TYPICAL WORK ACTIVITIES:

Opens, sorts and distributes mail;
Sorts, indexes and files materials alphabetically and numerically;
Fills requests for applications, forms, cards, etc.;
Answers telephone and personal inquires and directs callers;
Operates office machines;
May type from straight copy, rough draft, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Clerical aptitude; familiarity with office terminology, procedures and equipment.

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.

NOTE: In order to receive appointment in this title, an individual must have student status or have been a student in the preceding school semester in a matriculated course of study with a minimum of nine (9) credit hours.