

OAKLAND COUNTY MICHIGAN

Class Title: STUDENT

Division: Interdepartmental

Reports To: Higher Level Classification

FLSA Status: Non-Exempt

GENERAL SUMMARY

This is a training level class involving high school juniors and seniors working on completion of a diploma, college or university students working on completion of a degree, or students enrolled in a technical business institute, vocational school or adult/community education program working on completion of a diploma or certificate who are available to work on a part-time basis. Employees in this class are placed in various county departments and perform beginning level unskilled or semi-skilled duties, typically clerical in nature. Students are budgeted to work 20 hours a week except in special circumstances when school is not in session. This applies to college, as well as high school students. Students usually work four (4) hours per day, either mornings or afternoons, during the normal school year and may be retained to work full-time during the summer months. Utilizes current county-wide and/or department specific software to complete assignments.

SUPERVISION EXERCISED

None.

TYPICAL DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS – Depending on departmental assignment, one or more requirements may be applicable.

Indexes and files alphabetically, numerically, or according to subject matter, departmental documents, reports, and records.

Answers routine public inquiries by providing information involving standardized departmental procedures and requiring a basic familiarity with departmental operations.

Sorts and distributes mail and departmental materials.

Operates office machines such as adding machines, calculators, scanner, and copy machine.

Posts standard data to departmental records using a computer terminal or personal computer.

Moves materials and assist in stocking and maintaining stored items in storeroom areas and cabinets in a neat and orderly condition.

STUDENT

Utilizes current county-wide and /or department specific software to complete assignments.

NON-ESSENTIAL JOB FUNCTIONS

Types general correspondence, reports and records from rough draft or general instructions using personal computer software.

Assists in periodic inventories of stocks and supplies.

ESSENTIAL PHYSICAL & MENTAL REQUIREMENTS – Depending on departmental assignment, one or more requirements may be applicable.

Ability to sit and/or stand for long periods of time, walk, climb stairs, reach objects at ground level or over the head shelves; ability to lift, pull, carry weight between 10 and 25 pounds when retrieving files; may push weight between 35 and 75 pounds (cart with files). Certain assignments require color identification as a filing color coded system is used. Ability to speak, write, listen, interact with employees and public, and follow directions and ; ability of viewing details at close range, analyzing and interpreting problems, including completing multiple tasks within established time frames; skill in comparing characteristics of documents such as proofreading or finding specific documents, maintaining focus for continuing periods such as filing or entering data accurately.

This job requires using motor coordination for typing, grasping objects such as paper, pencils, and manual dexterity for operating office equipment.

WORKING CONDITIONS – Depending on departmental assignment, one or more requirements may be applicable.

Duties associated with this position involve working in crowded or confined spaces and utilization of ladder to retrieve files or office supplies. This job also involves occasional exposure to crowds, paper cutters, and dangerous/violent people. May be required to deliver (drive) case files or documents on County campus.

IMPORTANT NOTE: The primary purpose of this job description is to set a fair and equitable salary range for this job classification. Generally, only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.

STUDENT

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS & ABILITIES

A. REQUIRED MINIMUM QUALIFICATIONS

1. Be at least sixteen (16) years of age; AND

NOTE: Individuals under the age of eighteen (18) must have a Co-operative Training Agreement or Work Permit issued through their school.

2. Be enrolled in high school working on completion of diploma; OR
3. Be enrolled in college working on completion of degree; OR
4. Be enrolled in a technical business institute, vocational school, or adult/community education program working on completion of diploma or certificate.

NOTE: Adult education classes or certificate programs do not qualify the student unless the coursework leads to the completion of high school diploma or post-high school certificate requiring a minimum of one (1) year.

5. Pass the complete examination, including the employment medical established for this class.

B. ADDITIONAL DESIRABLE QUALIFICATIONS

1. Completion of courses in subjects related to the type of work performed.
2. Reasonable ability to follow oral and written instructions.
3. Reasonable ability to use a personal computer and word processing software.
4. Reasonable ability to write legibly.
5. Reasonable ability to communicate with fellow workers and the general public.
6. Reasonable ability to maintain clerical records
7. Familiar with current word processing, spreadsheet, database, e-mail and Internet software.

STUDENT

SPECIAL REQUIREMENTS

Proof of enrollment will be required at the time of hire.

High school students enrolled in a work education program must present evidence from their school that they are enrolled in an authorized school program.

When employed in the Health Division, Children's Village and/or Sheriff Department, must submit to immunizations as required, as well as to tuberculin skin tests or chest X-rays at County expense.

WITHIN CHILDREN'S VILLAGE

Applicants for positions at Children's Village will not be considered if they have been convicted of either of the following:

- a) Child Abuse or Neglect
- b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Before beginning employment candidates will be required to provide Children's Village with documentation from the Family Independence Agency (FIA) that they have not been named in a central registry case as the perpetrator of child abuse or child neglect. In addition, applicants being considered for hire will be asked to sign a form authorizing Children's Village to request and receive a criminal history check in accordance with the privacy act of 1974.

APPROVED BY: Nancy L. Scarlett

DATE: 08/01/12