

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STUDENT WORKER

POSITION CODE: 43200

Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period not to exceed six months, performs support work in an office, field location or state operated facility to become proficient in a given occupation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs basic clerical functions, including limited keyboarding, filing, receptionist, mailroom, document processing and other clerical support tasks.
2. Performs support functions for a food service department, including meal preparation and serving, cleaning work and serving areas, stocking food supplies and other dietary support tasks.
3. Performs conservation projects during seasonal operations, including lawn and grounds care, trash removal, minor painting and maintenance repair, visitor check-in, and other support tasks for a state park/recreation center or other state operated field center.
4. Performs property and supply support functions including delivery of supplies and materials, moving furniture, stocking shelves, packaging and inventory.
5. Assists professional staff in the providing of therapeutic care, which may include the areas of nursing, psychology, social services, activity therapy and other therapeutic programs in a state operated facility or field office.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to enrollment in high school or college.

Requires no previous work experience.

Knowledge, Skills and Abilities

Requires ability to follow instructions and to carry out routine operations, once established, without further instruction.