

Seasonal Worker

Job Code	Job Title	Pay Grade
1009M1	Seasonal Worker Senior	17

CONCEPT:

Temporary work of a helping nature performing a variety of routine or repetitive tasks. Work includes assisting clerical workers in sorting documents, distributing material, and delivering messages. Work may also involve assisting with routine manual tasks in the maintenance of buildings or grounds. Explicit instructions are received for each task and all work is subject to close supervision. Results are checked for accuracy and for compliance with instructions.

TASKS:

- Opens and sorts tax documents.
- Wraps and stamps packages and prepares other outgoing material for mailing.
- Assists clerical workers in filing reports, records, and correspondence.
- Assists in the operation of standard office equipment not requiring previous training during peak work loads.
- Assists building custodians in cleaning and arranging rooms.
- Assists maintenance personnel by using hand tools or by operating simple maintenance equipment such as mowers, edgers, or trimmers.
- Collects admission applications and distributes enrollment packets during the enrollment process at universities; answers routine questions concerning enrollment and directs students to appropriate departments.

LEVELS OF WORK:

- Class Group consists of one class.

Seasonal Worker Senior: The senior level reviews the work of other temporary personnel, offering direction as to work methods and procedures.

Minimum Requirements: None Required

REF: 12/13

REV: 7/14

REV: 6/24