

AUXILIARY WORKERNATURE OF WORK IN THIS CLASS:

This is routine general support work. Employee in this class perform simple support tasks of a routine or repetitive nature under close supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists custodians in the cleaning of classrooms, offices, and buildings.

Assists in maintaining grounds; cleans grounds of wastepaper and debris; assists in removing of dead trees.

Assists in the moving, loading and unloading of materials, supplies and equipment.

Performs supportive tasks in carpentry, painting and other related areas.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to follow single oral and written instructions.

Ability to learn routine and repetitive support tasks readily and to adhere to prescribed procedures.

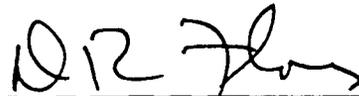
Ability to work effectively with the public and employees.

Ability to perform heavy manual labor.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. The minimum knowledge, abilities, and skills listed above are required.

Established: March 1981



---

DAVID R. FLORES  
Executive Director,  
Civil Service Commission