

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV42711</b>
<b>Job Class Code:</b>	<b>430</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>01</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>11/04/70</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Student Aide Series

**JOB CODE TITLE:** STUDENT AIDE

**HRIS TITLE:** STUDENT AIDE

**CHARACTERISTICS OF THE CLASS:** Under immediate supervision, while enrolled in high school or college, learns and performs a variety of routine tasks in diverse occupations in obtaining work experience and exposure to potential occupations in the State Service.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. After appropriate on-the-job or in-service training, performs a variety of tasks in diverse occupations for work experience and assisting regular State employees in the performance of their assignments in the care and treatment of retarded children, assists in automobile repair and maintenance, assists in food service work, assists teachers in the training of pupils.

**WORK CONDITIONS:** Unknown Information

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Unknown information

**Skill in:** Unknown information

**Ability to:** follow oral and written instructions; learn to perform job duties assigned; establish and maintain cooperative relationships.

**Experience and Education:** Typical ways to obtain the KSAs would be:

- Must have completed the sophomore year in high school and be currently enrolled in a high school or college and meet the appropriate selection standards established by the Personnel Commission.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.