

NATURE OF WORK

This is temporary, part-time entry level work in the unclassified service performing miscellaneous services for a City of Lincoln Department.

Work involves responsibility for performing work of an entry level clerical or manual nature which does not require a high degree of manipulative skill or previous experience. Work is performed under the direct supervision of a superior, who assigns specific tasks and observes results of finished work. Many types of work may be repetitive in nature, and once learned, can be accomplished without difficulty under only general supervision. Time of employment may vary from one hour to full-time employment for a limited period of time. Employees in this classification will be limited to pay for time actually worked with no eligibility for benefits received by classified employees.

EXAMPLES OF WORK PERFORMED

Performs a variety of clerical work which may include typing, filing and operating simple office machines.

Acts as a library aide performing duties such as shelving books, clearing tables of books, newspapers and periodicals and other miscellaneous duties.

Performs manual labor such as cleaning areas of debris and litter, cutting grass and weeds, cleaning and washing vehicles and other manual duties.

Acts as a swimming pool attendant performing a variety of tasks including: issuing tickets; collecting money; and cleaning swimming pool and surrounding facilities and grounds.

Acts as a lifeguard performing emergency life saving techniques at a municipal swimming pool in the event of an emergency.

Acts as a recreation aide assisting in a variety of indoor and outdoor recreational activities; leads sport events and activities in an assigned area; maintains order and discipline; assists in issuing and collecting equipment; observes necessary precautions to secure the safety of participants.

Acts as an auditorium aide performing a variety of tasks including: acts as a concession attendant; ushers patrons to seats; acts as a door guard; sells tickets for auditorium events.

Acts as a community service worker performing a variety of services such as recruiting, training, counseling or coordinating activities of persons engaged in or participating in a social service program.

Assists other workers in varied work assignments.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the area of work to which assigned.

Ability to successfully perform the specific duties required of the position.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to understand and follow oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Sufficient training and experience, as well as the ability to perform the duties to which assigned.

Approved by: _____
Department Head

Personnel Director

8/83

PS4901