

## **SPECIAL WORKER**

### CODES/PAY GRADE

Class Code: 1102

EEO Code: H

FLSA: N

Pay Grade: 101

### MAJOR FUNCTION

#### *UNCLASSIFIED*

Any type of temporary work which requires little or no training. Positions filled with student workers under programs with the School Board may be special workers.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Takes surveys or inventories as required for a county function in the field or in-house.

Keys and collects data as required.

Completes forms and gathers information as required.

Interviews people in the community or performs telephone surveys.

Simple clerical tasks such as envelope stuffing, filing, completing data cards, data entry.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the project to be done.

Ability to complete assignment within the project time period.

### MINIMUM QUALIFICATIONS

Minimum qualifications depend upon the job to be performed. Qualifications must be approved by Personnel Services prior to filling the position.

### ADA REQUIREMENTS

Physical, mental and environmental demands are dependant upon the position of assignment.

Revised 10/97  
Replaces 10/94