



Career Service Authority
Mayor's Youth Worker

Page 1 of 3

GENERAL STATEMENT OF CLASS DUTIES

Performs a variety of entry level jobs in city government.

DISTINGUISHING CHARACTERISTICS

The Mayor's Youth Worker performs a variety of entry level jobs in city government. This class is distinguished from an Office Occupations Trainee that performs routine clerical duties. This class is distinguished from the Custodial Trainee that performs routine custodial worker duties. This class is distinguished from the Utility Worker Trainee that performs unskilled manual labor duties.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibilities.

ESSENTIAL DUTIES

Develops skills and performs a variety of occupational assignments including general labor work, general clerical work, and/or other duties as assigned.

Develops acceptable work habits and behaviors required in a structured work environment.

Performs work procedures related to the assigned work area.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Conscientiousness – Displays a high level of effort and commitment towards performing work demonstrates responsible behavior, and adapts quickly to changes.

Flexibility – Adapts quickly to change.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and committed to quality services.

Reading – Learns from written material by determining the main idea of essential message and recognizes correct English grammar, punctuation, and spelling.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses body language appropriately.

Physical Demands:

Varies based on position.

Working Environment:

Varies based on position.

Education Requirement:

None.

Experience Requirement:

None.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 05/16/2004

REVISED BY: Patricia Anderson

CLASS HISTORY Class was updated and put in the new class specification format.