

Jurisdictional Class: Labor - PJC

Location: Fr. Cty. Soil & Water

Fr. Cty. Grade: N/A

Adopted: KG.

Date: 4/29/24.

CONSERVATION STUDENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves performance of a variety of unskilled tasks of a routine nature with a conservation district. This is usually a full-time, temporary/seasonal position filled by a student providing assistance to managers, technicians and other staff. The work is performed under direct supervision or frequent inspection by a superior, with specific instructions provided as to the duties to be completed, the order of completion, and the method of completion. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs site visits with technicians for agricultural assessments, field data collection and possible GPS data collection;

Assists with hydroseeding in the field and implementation of storm water management procedures;

Acts in a clerical capacity, assisting with phones, filing, recordkeeping, and light typing, gathering data and performing data entry;

Operates copiers, simple computing, and other office machines;

Sorts, indexes, and files mail, bills, requisitions, and other materials;

Makes arithmetic computations and compiles simple reports;

May perform tasks of a basic nature in areas of assignment other than those described above.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Ability to rapidly acquire a working knowledge of the methods, principles and techniques involved in the work; ability to understand and carry out simple oral and written instructions; ability to get along well with others; tact and courtesy.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Possession of a valid NYS Driver's License or demonstrate the ability to meet the transportation needs of the position.