

## ENTRY/INTERMEDIATE-LEVEL WORKER

### NATURE OF WORK

This is temporary, part-time, entry or intermediate-level work in the unclassified service performing miscellaneous services which may require some previous experience and/or specialized training.

Work involves responsibility for assisting in various duties which require some knowledge of fundamental principles, practices and techniques of the particular profession involved. Work is performed in accordance with the established procedures of the department assigned with varying supervision dependent upon the particular work assignment. Work may include acting as a lead worker over other unclassified employees. 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

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

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

Directs variety of recreational activities at playgrounds, recreational centers and camps; organizes and directs hobby groups and youth groups; conducts activities such as day camp, men's and women's sports; and handicrafts; maintains discipline in indoor and outdoor play areas; participates in staff conferences concerning the recreational programs; maintains attendance and activity records and prepares a variety of reports.

Performs various entry-level administrative and research duties that have a direct benefit to the City as well as being a meaningful educational experience for students currently enrolled or recent graduates of an accredited four-year college or university; prepares special reports concerning assigned area; conducts surveys and collects data to be used in administrative, fiscal, budgetary and procedural analysis.

Performs a variety of duties acting as a law clerk including legal research, preparation of reports, contact work with attorneys, title searches, and other duties as assigned by the City Attorney or his/her legal staff.

Performs a variety of technical work assisting contractors, the general public and other City departments in completing applications for a variety of Codes Administration permits, forms and plans.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the area of work to which assigned.

Some knowledge of the fundamental principles and practices of the profession employed by the department to which assigned.

Ability to learn the fundamental principles, practices, and techniques of the profession to which assigned.

Ability to analyze, interpret and submit oral and written reports on research findings.

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

#### DESIRABLE TRAINING AND EXPERIENCE

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

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

12/23

PS4902