

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	Work Experience Trainee (formerly Student Trainee) (extra help only)	CLASS CODE: 00496
DEPARTMENT:	VARIOUS	FLSA STATUS: N
REPORTS TO:	VARIOUS	DATE: 08/03

JOB SUMMARY:

Under close supervision, to learn and perform unskilled and semi-skilled work while receiving on-the-job training in areas such as, but not limited to: buildings and grounds maintenance, clerical, food service, janitorial, or human services, and to do related work as required. Incumbents in this class will serve as extra help employees only not to exceed six months.

DISTINGUISHING CHARACTERISTICS:

Work Experience Trainee is a short-term employment class to be used by the County to train individuals for potential employment in and outside the County. Employees may be high school students participating in an internship or work experience program. Employees may also be participants in a work adjustment program through the Department of Rehabilitation. While in the class of Work Experience Trainee, incumbents will perform meaningful unskilled or semi-skilled work of increasing complexity and with increasing independence that will prepare them to enter or re-enter the mainstream workforce.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Depending on the job assignment, incumbent will be assigned to general office duties including telephone and basic computer use, filing, compilation of data or inventory of supplies, basic janitorial or grounds maintenance tasks, or food services work, and other duties specific to the assignment. Incumbents may be required to participate in training specific to the program they are working under.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal	Typewriter	Remittance Processor
General Office Equipment	Adding Machine	Lawn Mower(s)
Weed Eater	Trimmer/Edger	Leaf Blower
Vehicle(s)	Chain Saw	Hand Tools
Tractor	Hot Beverage Machine	Table-top Grill
Refrigerator	Shredder	Meat Slicer
Toaster	Knives	Food Processor
Dishwasher	Mixer	Mop/Scrubber
Vacuum	Broom	Cleaning Supplies and Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Completion of formal or informal education sufficient to assure the ability to read and write English at the level required for successful job performance, and

No experience necessary

Special Requirements:

Some positions may require eligibility to participate in High School Internship, Mental Health Vocational Rehabilitation or Consumer programs.

Licenses and Certifications:

Applicants may be required to possess a valid driver's license based on the work assignment. Medical and/or background clearance may be required based on job assignment.

Working Conditions:

Depending upon assignment:

Clerical Incumbents:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Grounds Keeper incumbents:

While performing the essential functions of this position the employee is frequently exposed to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Custodial Incumbents:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust. While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet. While performing the essential functions of this job the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, or bend; speak and hear; and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

Food Service Incumbents:

While performing the essential functions of this position the employee is frequently exposed to moving mechanical parts. The incumbent's working conditions are typically moderately quiet, but may be loud at times.

While performing the essential functions of this job the employee is regularly required to walk, stand, use hands to finger, handle, or feel, reach with hands and arms, taste or smell, speak and hear, and lift and/or move up to 20 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

Human Service Incumbents:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically quiet.

While performing the essential functions of this job the employee is regularly required to sit, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.