

**MADERA COUNTY**  
**STUDENT ASSISTANT -**  
**HIGH SCHOOL, UNDERGRADUATE, POST GRADUATE**

**DEFINITION**

Under direct supervision in a learning capacity, to assist with the routine technical or professional work in an assigned County department; and to perform other duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a trainee class in the unclassified service. Work is supervised while in progress and fits an established structure or pattern where incumbents may be expected to perform standardized procedures of limited complexity. Exceptions or changes in procedures are explained in detail as they arise.

Student Assistant positions/employment work assignments must correspond to the student's declared field of study. No part-time or full-time, permanent appointments will be made.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists in the performance of beginning level technical or professional duties in an assigned department; gathers, analyzes, records, and tabulates data; prepares correspondence, records, reports, charts, graphs or narrative statements of explanation; makes special studies and prepares reports on assigned projects; provides information regarding policies, procedures, and processes related to the assigned department.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

**Skill to:**

- Operate a motor vehicle safely.
- Operate modern office equipment including computer equipment.

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**Ability to:**

- Learn principles of business letter writing and basic report preparation.
- Learn to plan, organize and carry out activities in an assigned area.
- Learn to keep accurate, concise and appropriate records and reports.
- Learn and utilize computerized software programs in an assigned area.
- Learn and utilize ordinances, rules, laws, and regulations governing the assigned area.
- Research and analyze information.
- Deal tactfully and courteously with the public and other County staff when providing information.
- Communicate effectively, both orally and in writing.
- Maintain confidentiality of records and information in an assigned area.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

No experience is necessary.

**Education:**

High School: Must be full-time high school student or enrolled in more than twenty (20) hours per week in an Adult School to obtain a GED. Students under the age of eighteen (18) must obtain a work permit from their school.

Undergraduate: Must be enrolled full-time in an undergraduate program leading to an associate's or bachelor's degree. Students must be currently enrolled in at least twelve (12) semester units/fifteen (15) quarter units, or proof of equivalent enrollment.\*

Post Graduate: Must be enrolled full-time in a graduate program leading to a master's or doctoral degree. Students must be currently enrolled in at least six (6) semester units/nine (9) quarter units, or proof of equivalent enrollment.\*

*\*All students will be required to submit proof of enrollment prior to and during employment as a Student Assistant. If hired or employed during school breaks (e.g. Winter, Spring and Summer break), the Student Assistant will be required to show proof of enrollment by the second week subsequent to the beginning of the next term.*

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**License or Certificate:**

Depending upon area of assignment, some positions may require possession of, or ability to obtain, a valid California Class "C" Driver's license.

**Special Requirements:**

*Depending upon area of assignment, the essential duties require the following physical skills and work environment:*

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes.

**Effective Date:**

April, 2013

December, 2022 - Amendment to Special Requirements