

## **Student Assistant**

### **JOB FAMILY DEFINITION**

This classification is not a part of a specific job family within the Judicial Council's classification structure. Incumbents provide support to the professional staff in an office of the Judicial Council. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents, as assigned, are students enrolled in a program in a college or university who work with professional staff in an office of the Judicial Council in order to gain on-the-job experience and skills associated with the office's current projects.

### **DISTINGUISHING CHARACTERISTICS**

The Student Assistant is distinguished from other classifications in the Judicial Council in that its purpose is to provide students who are enrolled in a field of study associated with the assigned functional area to gain experience and skills applicable to their field of study and career goals.

### **EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Performs selected administrative duties in support of a particular function or project, such as recruitment, employee relations, compensation, benefits, budget preparation, court operations, and other areas.
- Conducts research related to on-going studies in functional areas within a division.
- Analyzes data; develops reasonable conclusions, and presents information in an organized manner.
- Assists in preparation of meetings, conferences, and programs.
- Uses a variety of standard software packages to collect data, perform calculations and numerical comparisons, and generate reports, graphs, and charts.
- Performs other duties of a similar nature and level as assigned.

### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

Current enrollment in a college or university, preferably in a field of study associated with the assigned functional area.

## **LICENSING AND CERTIFICATIONS**

- None

## **KNOWLEDGE OF**

- Customer service principles;
- Basic filing and recordkeeping principles;
- Basic data entry;
- Basic arithmetic concepts;
- Principles of organizing and summarizing data and information;
- Principles and techniques of preparing effective written materials;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

## **SKILL IN**

- Providing customer service;
- Exercising tact and diplomacy;
- Organizing and maintaining records and files;
- Preparing documents including, but not limited to, forms and logs;
- Providing attention to detail;
- Identifying errors and making corrections;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

## **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

### **Please note:**

*The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*