

STUDENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this class are students who work with the county on the enforcement of the Adolescent Tobacco Use Prevention Act (ATUPA); a law enacted to help stop the sale of tobacco products and herbal cigarettes to anyone under the age of 18. Underage incumbents work with County officials in an attempt to purchase cigarettes at authorized vendors. Work is performed under close supervision. Appointments to this title are temporary; for the duration of the school semester; and for incumbents until they reach the age of 18. Does related work as required

EXAMPLES OF WORK: (Illustrative Only)

Enter establishments under the supervision of a full time staff member;

Attempt to purchase cigarettes from establishment clerks;

Pay for and receive cigarettes;

Exit establishment with the cigarettes sold;

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Ability to follow oral and/or written instructions; ability to meet schedules, guidelines, and standards of performance developed for the position; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; dependability; honesty; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) current enrollment in high school; or (b) graduated from high school within the past year; or (c) current enrollment in a college* or university.*

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Labor
WPP11

Job Class Code: H0129
Job Group: H03