

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

PROJECT SEARCH WORKER

JOB DESCRIPTION

Employees in this job perform a variety of unskilled work tasks. This is a non-career classification and employment in this class is temporary.

There is one classification in this job.

Position Code Title - Project Search Worker - E

Project Search Worker 4

This is the experienced level. The employee performs a full range of assignments exercising judgment in performing routine assignments based on established methods and procedures.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Opens, time stamps, and distributes incoming mail.

Delivers and picks up mail and office supplies.

Packages outgoing goods and unpacks incoming deliveries.

Provides courier service within walking distance of work site.

Shovels snow and sweeps sidewalks and driveways.

Cuts grass, weeds, rakes grounds, shovels and sweeps dirt, plants and cares for trees, shrubs, grass, flower beds, and performs related grounds keeping activities.

Stocks shelves, moves supplies, fills orders and maintains stock/store room.

Loads and unloads materials from trucks.

Assists employees in loading and unloading materials from state vehicles.

Assists in moving furniture, boxes, etc. to and from warehouses and state surplus.

Performs routine office duties.

Delivers messages.

Keeps copiers supplied with paper.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of general office duties.

Some knowledge of hand and power tools
Ability to shelve, store, and distribute materials.
Ability to follow instructions.
Ability to perform duties in a dependable manner.
Ability to communicate effectively.
Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to be exposed to inclement weather conditions.
Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties may require an employee to lift and/or move heavy objects.
The job duties may require an employee to traverse rough terrain.
The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

No specific type or amount is required.

Experience

Project Search Worker 4

Completion of the Project SEARCH Career Preparation Program.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PROSEAWKR	PROJECT SEARCH WORKER

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Project Search Worker - E	PROSE	NERE-098P

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01/28/2018