

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SPECIAL WORKER

JOB DESCRIPTION

Employees in this job, as former consumers of mental health services, perform a variety of unskilled work assignments.

There are two classifications in this job.

Position Code Title – Special Worker

Special Worker 4

This is the intermediate level. The employee performs a full range of special worker assignments in a learning capacity while receiving on-the-job training and close supervision.

Special Worker E5

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

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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, times 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.

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.

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Keeps copiers supplied with paper.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Ability to shelve, store, and distribute materials.

Ability to follow verbal directions.

Working Conditions

None.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand for extended periods.

The job duties require an employee to move heavy objects.

Education

No specific amount is required.

Experience

Special Worker 4

No specific type or amount is required.

Special Worker 5

One year of experience equivalent to a Special Worker 4.

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.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SPECLWKR

Job Code Description

Special Worker

Position Title

Special Worker-E

Special Worker-E

Position Code

SPCLWKRE

SPCLWKRE

Pay Schedule

NERE-030P

NERE-246

ECP Group 1
Revised 7/1/06
EF