

DUTY STATEMENT

DS 3022 (06/2026)

DEPARTMENT OF DEVELOPMENTAL SERVICES**DUTY STATEMENT****JOB TITLE:** STUDENT ASSISTANT**POSITION #:** 472-XXX-4870-XXX**EMPLOYEE:**

POSITION DESCRIPTION: Under close supervision of the assigned supervisor, the Student Assistant performs a variety of administrative, technical, and analytical support duties. The incumbent conducts research; gathers, reviews, verifies, organizes, and summarizes information; assists with basic analysis; prepares and updates reports, spreadsheets, correspondence, presentations, forms, records, and other work products; tracks assignments and deadlines; and supports projects, meetings, and routine customer inquiries. The Student Assistant follows established policies and procedures, maintains confidentiality, communicates workload status, and completes assignments accurately and timely.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports to and works under close supervision of the assigned supervisor. May receive direction from other staff or supervisors for specific assignments or projects.

EXAMPLES OF DUTIES:Essential Job Functions:

- 35% Assists with assigned projects and activities by gathering, reviewing, verifying, organizing, and summarizing information from available sources. Conducts research and performs basic analysis, calculations, comparisons, monitoring, evaluation, or process review as appropriate to the assignment. Identifies routine discrepancies, patterns, or issues; prepares draft findings or recommendations for staff review; uses applicable tools and systems; and keeps the supervisor informed of progress or concerns.
- 30% Prepares, updates, and proofreads reports, spreadsheets, charts, correspondence, memoranda, procedures, presentations, forms, records, informational materials, and other work products. Reviews materials for completeness, accuracy, grammar, formatting, and consistency; enters and updates information; tracks assignments, requests, and deadlines; maintains logs and organized electronic or hard-copy files; and assists with records management activities in accordance with established requirements.
- 25% Provides administrative, technical, and project support for assigned activities. Assists with meetings, events, surveys, requests, and other assignments; coordinates schedules and activities; compiles and distributes materials; and responds to routine questions from staff, stakeholders, or the public using established information. Refers complex or sensitive matters to appropriate staff, maintains confidentiality, follows applicable policies and procedures, and works cooperatively with others.

Marginal Job Functions:

10% Performs other related duties as assigned within the scope of the Student Assistant classification.

WORKING CONDITIONS: This position may work up to 1,500 hours in a twelve (12) consecutive month period. Work location, schedule, and telework eligibility may vary based on operational needs. The Student Assistant may be required to report to a designated work location and must follow applicable Department policies, safety requirements, and workplace procedures.

DESIRABLE QUALIFICATIONS:

Knowledge of: Elementary principles and methods related to the assigned work; basic research, analysis, organization, communication, customer service, and project-support practices; and standard workplace procedures appropriate to the assignment.

Ability to: Reason logically; communicate effectively orally and in writing; follow instructions; understand and apply policies, procedures, and techniques; gather, organize, review, and summarize information; perform basic analysis; adapt to varied assignments; manage work and deadlines; establish cooperative working relationships; provide courteous service; seek guidance when needed; maintain confidentiality; and use tools, equipment, or software appropriate to the assigned work.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement, they have discussed and agree to the expectations of the position.