

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**STATE 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 - State Worker**

**State Worker 4**

This is the entry level. The employee, under close supervision, receives on-the-job training

**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.

Collects trash and refuse from state land and state leased property.

Shovels snow and sweeps sidewalks, docks, lanes, and driveways.

Assists in erosion control and makes repairs on state lands, including state parks, public access sites, trails, and roadsides.

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

Sweeps, mops, and vacuums floors, and washes windows.

Assists in some building construction.

Sews buttons, cuts and sews linens, and patches clothing.

Collects and sorts laundry, distributes clean linen supplies and changes linen.

Assists in serving food, and cleans dining and service areas.

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

Washes and waxes automobiles, trucks, and other motor vehicles.

Performs routine office duties.

Delivers messages.

Sorts and delivers mail.

Sells motor vehicle permits.

Registers campers.

Assists park and recreational rangers in state parks and recreational areas.

Provides information and directions to state park users.

Acts as a tour guide, sells publications, and admissions.

Assists in taking lake and stream surveys.

Assists in the basic maintenance of boats and equipment.

Collects urine and saliva samples from racehorses at state racetracks.

Sets up and retrieves Gypsy Moth traps.

Inspects apiaries for disease.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Some knowledge of hand and power tools.

Some knowledge of general office duties.

Ability to follow instructions.

Ability to perform duties in a dependable manner.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

Employees in this job are limited to working 89 days in a calendar year, unless modified by a collective bargaining unit agreement.

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

### **Physical Requirements**

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

The job duties require an employee to lift and/or move heavy objects.

The job duties may require an employee to traverse rough terrain.

### **Education**

No specific type or amount is required.

### **Experience**

#### **State Worker 4**

No specific type or amount is required.

### **Special Requirements, Licenses, and Certifications**

Some positions in this class may be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions may require possession of a valid driver's license.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**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**

**Job Code**

STATEWKR

**Job Code Description**

STATE WORKER

**Position Title**

State Worker

**Position Code**

STATEWKR

**Pay Schedule**

NERE-098P

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01/27/2019