



DUTCHESS COUNTY  
CLASS SPECIFICATION

SEASONAL STUDENT  
WORKER

DATE ADOPTED: 4/16/26

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is seasonal work designed to acquaint students with local government functions and the tasks of specific departments. Incumbents will perform a variety of tasks in support of a Dutchess County Department. Assignments may be specific or general and are performed under the supervision of department employees.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

**When in the Department of Public Works (DPW):**

1. Assists with field measurements and the creation and/or organization of digital drawings and specifications;
2. Assist with organization of paper documentation of building plans and specifications;
3. Attends meetings for design and construction;
4. Assists Park Naturalists with prepping for and running summer programs;
5. Assists office staff with reservations, answering telephones and assisting with customers.

**When in the Department of Human Resources:**

1. Carries out routine clerical support services including keyboarding, filing and data management.

**When in Office of the Aging:**

1. Carries out routine clerical support services including keyboarding, filing and data management;
2. Senior Picnic program setup/breakdown, collect payment at picnics and surveys.

**When in the Department of Community and Family Services (DCFS):**

1. Carries out routine clerical support services including keyboarding, filing and data management;
2. Assists with Foster Care picnic, youth summit and other event activities.

**When in the Department of Health:**

1. Document scanning projects, data entry and answering phones;
2. Collects water samples (public water systems, bathing beaches etc.) and entering sampling data into computer;
3. Assists sanitarians, technicians and engineers with facility inspections;
4. May participate in other projects including digitizing records;
5. Conducts surveillance and reporting activities for tick, food and waterborne diseases;
6. Assists Public Health and Disease Prevention Division and Public Health Education Coordinators with interviews, public outreach and education.



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**When in the Office of Central and Information Services (OCIS):**

1. Assists with tasks related to information technology operations: developing and completing an inventory of data, hardware, and/or software; testing software and configurations; creating or updating system or user documentation; or deploying hardware and software.

**When in the Department of Finance:**

1. Updates multiple spreadsheets, interest spreadsheets, posting receipts entered by accountants, and helping balance accounts.

**When in the Department of Planning and Development:**

1. Provides assistance in the program areas of Community Development and Housing, Planning (land use, demographics, related trends, etc.), GIS and transportation.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to follow oral and written directions; ability to learn quickly; ability to work both in a team and independently; ability to communicate effectively both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Candidates must be at least eighteen (18) years of age at time of application AND

EITHER (A) Dutchess County resident entering or attending a college/university;

OR (B) Non-Dutchess County resident entering or attending a college/university located in Dutchess County.

**SPECIAL REQUIREMENTS:**

Some departments may require possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.