

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## SEASONAL AIDE

### DEFINITION

Performs a variety of routine, unskilled clerical, general service and/or maintenance tasks; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Performs and/or assists with various office functions such as: placing supplies on shelves and advising appropriate person when additional amounts are needed; sorting mail; picking up mail; picking up or delivering priority messages or packages; loading and unloading supplies and equipment.

Assists in maintaining equipment/furniture inventory by checking and/or recording state tag numbers.

Works in the state forest nursery grading stock; inventories seedlings, hand weeds seedling beds, thins and prunes timber trees; plants trees.

Serves on fire guard for state forest areas; notifies authorities of vandalism; replaces and/or repairs informational signs; mows grass and cuts weeds.

Takes reservations and gives tours at Iowa historical sites; takes inventories of items; orders supplies; answers questions from and gives information to the public.

Helps maintain state owned buildings and lands; paints buildings; cleans windows; makes minor repairs; mows weeds; cleans paths; empties trash; builds and/or repairs signs and fences.

Assists biologists in collecting field data on various types of fish or game species; checks and repairs fish nets; removes fish from traps; tags fish in hatcheries; bands birds and helps take inventories and surveys.

Patrols assigned water and/or land areas to assist in the enforcement of boating, fishing and/or hunting regulations.

Receives and investigates emergency and distress calls; dispatches messages to Conservation Officers; assists boaters in distress; responds to and investigates boating accidents; handles animal nuisance complaints; provides information to the public concerning navigation laws and good water safety practices; assists with boater safety courses; inspects recreational and commercial boats for proper registration and required safety equipment; completes necessary officer certifications and inspection requirements; helps with dock permit applications and enforcement.

### COMPETENCIES REQUIRED

Knowledge of safety principles and practices in the area of employment.

Ability to understand and follow verbal and/or written work instructions.

Ability to withstand physically demanding work (lifting, bending, hauling, etc.) if required by position.

Ability to use common hand tools (hammer, screwdriver, etc.) if required by position.

Ability to read, understand and interpret state and/or federal laws and regulations.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

No specific education or experience is required.

#### **NECESSARY SPECIAL REQUIREMENTS:**

At the time of hire, employees must possess or be able to immediately obtain a valid driver's license if required by the position.

#### **NOTE:**

Designated positions require employees to be able to swim and/or operate a powerboat.

Effective Date: 06/11 BR