

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Helper

Class Code: 5000

Pay Grade: 101

GENERAL CLASS DESCRIPTION:

Under direct supervision, performs routine, unskilled manual labor to assist in a temporary capacity (less than 780 hours per fiscal year) at workshops, conferences, camps and other special events.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assists with moving, loading and unloading materials, supplies, equipment, and furniture.
2. Assists in the clean up after events by collecting trash, cleaning tables, sweeping, mopping, and removing snow from entranceways.
3. Runs errands both on the campus and away from the campus.
4. Assists with the cleaning of the buildings as needed.
5. Assists with the minor maintenance of grounds equipment and simple power equipment.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Ability to follow oral and written instructions.
2. Ability to lift and move furniture and equipment.
3. Ability to learn to perform a variety of unskilled tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read, write and follow instructions.

EFFECTIVE: November 22, 1996

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