**Class Summary**

The responsibilities of this classification include performing various tasks that have been identified utilizing the customized employment process and are structured to allow limited decision making. The tasks in this classification require the use of basic computer functions. Duties performed in this classification are routine and are performed under continuous supervision from supervisors and leads. Incumbents receive detailed instruction and direction from supervisors, leads, or other natural supports. Instructions and assignments are specific and received orally, in writing, with the use of symbols and pictures, or other means of communication. New tasks and assignments are presented to the employee with the support from a job coach.

Incumbents in this classification are limited to employees who are accepted into the Supported Employment Program (SEP).

**Distinguishing Characteristics**

This is the second level in a three-level classification series. This classification is distinguished from the SEP Associate III classification in that incumbents in this classification perform tasks which are routine and performed under continuous supervision. Incumbents perform duties which require some reading, writing and sequencing, both alphabetically and numerically.

**Examples of Duties**

*Examples of work performed consist of a cross-section of the tasks below and may include some SEP Associate I responsibilities:*

1. Perform administrative support tasks such as sending/receiving basic internal emails, alphabetical and numerical filing, routine deliveries throughout KC campus, confidential filing, scanning, archiving, ensuring employees sign visitor log, and entering data into Excel.
2. Perform tasks related to the cleanliness of interiors and exteriors of various King County buildings and properties such as setting up and arranging furniture, cleaning restrooms, mixing cleaning solutions and chemicals, requesting and stocking various types of supplies, and removing graffiti.
3. Perform tasks related to the cleanliness of interiors and exteriors of transit facilities and vehicles such as landscaping, removing and replacing damaged coach seat cushions, loading and unloading small equipment and materials, cleaning surface areas, and removing graffiti.
4. Perform tasks related to grounds keeping work such as, cutting lawns using a push mower, trimming and edging sidewalks using a trimmer, planting, and pruning.
5. Perform minor repairs to a variety of facilities, grounds and structures countywide such as periodic preventive maintenance and inspection, maintenance of irrigation and drainage systems, and repairs resulting from vandalism and emergencies.
6. Perform a variety of kitchen support tasks such as preparing food using a variety of equipment including electrical appliances and cutlery.
7. Perform general fiscal related tasks such as collecting and matching fiscal documents, and entering data into Excel.
8. Perform tasks related to the cleanliness of laboratory equipment such as cleaning and sterilizing glassware, disposing of materials, and testing glassware.

**Knowledge/Skills**

Knowledge of basic skills in operating small hand tools

Knowledge of basic arithmetic

Ability to learn and follow basic safety and occupational hazards rules utilizing personal protective equipment

Ability to demonstrate predictable, reliable, and timely attendance

Ability to operate office equipment

Ability to communicate effectively with supervisor, co-workers and customers

Ability to follow through on assignments

Ability to complete work with high quality and accuracy

Ability to learn office practices and procedures

Ability to follow clearly stated oral and written instructions or procedures

Ability to use computer programs, such as Microsoft Word and Excel

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | SEP Associate ISEP Associate II SEP Associate III |
| **Class History** | 08/2016 - Created |