**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 duties performed in this classification are highly routine and are performed under close supervision. 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 incumbents with the support from a job coach.

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

**Distinguishing Characteristics**

This is the first level in a three-level classification series. This classification is distinguished from the SEP Associate II classification in that incumbents in this classification perform tasks that are highly customized and routine with limited decision making required. Incumbents in this classification match, count and/or sort items by color, word, number or item.

**Examples of Duties**

*Examples of work performed consist of a cross-section of the tasks below:*

1. Perform general clerical support and administrative tasks such as preparing conference rooms, filing using a simplified process, sorting and matching documents, making copies, shredding, preparing mass mailings, deliveries within the worksite and building, taking inventory, distributing mail and maintaining supplies.
2. Perform tasks related to the cleanliness of interiors and exteriors of various King County buildings and properties such as cleaning, stocking and sanitizing assigned areas, sweeping, gathering litter, emptying trash and recycling, and dusting, washing or vacuuming surfaces.
3. Perform tasks related to the cleanliness of interiors and exteriors of transit coaches and other vehicles such as sweeping, washing, vacuuming and mopping vehicles and work areas.
4. Perform tasks related to grounds keeping work such as weeding, sweeping and raking debris, loading and unloading materials from a vehicle or wheelbarrow, gather and remove trash from grounds, composting and trash removal, and cleaning windows.
5. Perform a variety of kitchen support tasks such as dishwashing, tray drop-off and pick-up, serving, emptying trash, recycling and composting, stocking food and cleaning supplies, sweeping and mopping, and breaking down boxes.

**Knowledge/Skills**

Ability to learn the use and care of hand tools and other equipment at an acceptable level of proficiency as required of this position

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

Skill in following verbal and written/picture instructions

Skill in following through on assignments

Ability to learn and follow basic safety rules

Ability to demonstrate predictable, reliable, and timely attendance

Ability to complete work with high quality and accuracy

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

**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 IISEP Associate III |
| **Class History** | 08/2016 - Created |