

Hourly Job Titles/Descriptions

Accounting Clerk—Grade 5

Performs routine and repetitive accounting/clerical duties: calculating, posting, verification, reconciliation and validation of accounts, bills, forms and invoices.

Accounting Technician—Grade 8

Performs highly skilled and responsible technical accounting work in preparing, verifying, controlling and maintaining accounting records, budgets and reports.

Advisor I—Grade 7

Counsels new and current students in specific course offerings, or in other areas such as testing, drug and alcohol rehabilitation, placement services, etc. These require a high degree of knowledge and skill.

Advisor II—Grade 9

Counsels new and current students, possibly with special needs, in course offerings and in other areas such as locating interpreters, readers, note takers, etc. These require a high degree of knowledge and skill.

Aide II—Grade 2

Provides a wide variety of assistance requiring intermediate skills to the department. This assistance could be a wide range of activities such as general office, etc.

Aide III—Grade 3

Provides a wide variety of assistance requiring high level skills to the department. This assistance could be in a wide range of activities such as general office, etc.

Audio Visual Assistant—Grade 3

Provides assistant in checkout, inventory, and use of various pieces of audio visual equipment. Provides some advice to users including operation instructions as needed.

Automotive Technician—Grade 8

Provides assistance to an automotive instructor, usually in the laboratories. Requires a very high level of knowledge and skill.

Carpenter—Grade 8

Provides experienced and very high skilled services in construction and remodeling of buildings and/or cabinets. Can work independently.

Cashier I—Grade 2

Provides a variety of entry level cashiering duties such as receiving money and making change. May also distribute checks, balance cash drawer, and prepare money transmittal forms.

Cashier II—Grade 3

Provides a variety of intermediate level cashiering duties. This could include a wide range of activities requiring some knowledge and experience.

Cashier III—Grade 4

Provides a wide variety of cashiering duties requiring broad knowledge and experience and a high level of cashiering skills.

Chef—Grade 6

Provides skilled food preparation services for banquets and daily cafeteria menus.

Chef I—Grade 7

Provides intermediate skilled food preparation for banquets and daily cafeteria menus.

Chef II—Grade 8

Provides highly skilled food preparation for banquets and daily cafeteria menus.

Clerk II—Grade 2

Provides entry level assistance such as reviewing and typing routine reports. May also maintain records and files of information; maintain bookkeeping and other financial control records.

Clerk III—Grade 3

Provides assistance requiring good skills such as report preparation by compiling data and typing rough drafts. May also maintain inventory records; reconcile financial documents; perform data entry functions and generate computerized reports.

College Center Attendant—Grade 5

Works in a student services function. Provides assistance and direction to others in arranging facilities for special events with groups. May supervise others. May provide primary contact with visiting groups.

Coordinator—Grade 9

Organize and maintain operation and usage of equipment and facilities for a specific program to meet program and patron needs.

Copy Machine Operator II—Grade 3

Operate high speed photocopying and production copying equipment as well as automatic stapling, ream cutter, and comb binding equipment. Operate cash register, calculate sales, and complete proper forms. Perform preventive maintenance on equipment. Work with minimal supervision.

Copy Machine Operator III—Grade 5

Operate all copying equipment. Operate printing equipment, i.e., offset press, stitching, folding and binding equipment. Provide pasteup and layout services. Perform preventive maintenance and repairs on equipment. Work independently with supervisory review.

Craft Helper—Grade 4

These positions provide unskilled or semi-skilled assistance to college craftsmen including carpenters, plumbers, electricians, etc.

Custodian II—Grade 2

Performs a wide variety of custodial duties. May have responsibility for specific work area. Some knowledge of custodial operations and experience desirable.

Custodian III—Grade 3

Performs a wide variety of custodial duties. May be responsible for a specific work area. Knowledge of custodial operations and experience are necessary. May act as a lead worker of a specified area and the activities of other custodians.

Electro/Mechanical Technician—Grade 6

Provides very specific, technical assistance with electro/mechanical services. Requires a high level of skill in the specific area.

Food Service Worker II—Grade 2

Performs a variety of unskilled and semi-skilled duties. May assist in food preparation and training of entry level food service workers.

Food Service Worker III—Grade 3

Performs a variety of skilled food preparation duties. May assist a cook in certain preparation tasks.

Food Service Worker IV—Grade 4

Performs a variety of experience, skilled food preparation duties and cooking tasks such as a grill cook. May assist chef in cooking duties.

Food Service Worker V—Grade 5

Performs a wide variety of experience, highly skilled food preparation duties. May assist chef in cooking duties and act as assistant chef, providing supervision to other food service workers.

Game Room Attendant—Grade 2

Supervises the game room. Checks out and accounts for equipment/games/materials, etc. May collect monies.

Groundskeeper II—Grade 2

Performs a variety of semi-skilled grounds and landscaping duties. May make minor repairs to mechanical equipment and emergency repairs to sprinkling systems and related equipment. Requires some knowledge of landscape gardening and maintenance of grounds and equipment.

Groundskeeper III—Grade 4

Performs a variety of grounds and landscaping activities requiring some skills and knowledge of gardening and groundskeeping operations. May act as a lead worker in the maintenance of a specified area and direct the activities of other groundskeepers.

Groundskeeper IV—Grade 5

Performs a variety of grounds and landscaping activities requiring some skills and knowledge of gardening and groundskeeping operations. Will act as a lead worker in maintenance of a specified area and direct the activities of other groundskeepers.

Heating Engineer—Grade 8

Works for the heating plant. Provides services under the general direction of a supervisor, but may work independently in providing heating/cooling to buildings. Requires a very high level of knowledge and skill.

Journeyman Electrician—Grade 9

Provides preventive maintenance on motors, fans, pumps, and corrects other problems of electrical systems and equipment as required. May install new electrical systems, complying with building code. Must be licensed journeyman electrician in the state of Utah and have specialized industrial experience within the industry. May work independently or with others.

Laboratory Technician—Grade 5

Provides technical skills and services for a laboratory. An intermediate level of knowledge is required. Experience may be required.

Library Assistant—Grade 3

Performs a variety of basic activities relative to the library such as re-shelving books, assisting patrons of the library, providing information and checking books, periodicals, etc., in and out of the library.

Mail Clerk—Grade 3

Sorts incoming and dispatches outgoing mail. Determines accurate and affixes correct. Assists in delivery of mail. Operates a variety of postal equipment.

Math Lab Tutor—Grade 3

Tutors students in developmental or advance mathematics. Works independently, but under the direction of a college employee with individuals or groups.

Notetaker I—Grade 2

Provides accurate and clear notetaking for students with disabilities who cannot take their own notes. Notetaker attends classes with students to take notes but does not participate. Notetaker is closely supervised by D.R.C. and must attend meetings and trainings.

Notetaker II—Grade 3

Provides accurate and clear notetaking to several students per quarter or assist one severely disabled student with multiple services; such as notetaking, reading, scribing, etc. Level II Notetaker must have completed 600 hours of notetaking and have attended 20 hours of inservice training.

Printer II—Grade 3

Performs a variety of intermediate level printing duties. May have responsibility for specific types of printing jobs. Works under supervision of department supervisor.

Printer III—Grade 5

Performs a wide variety of highly skilled printing duties. May act as a lead worker for specific printing jobs and direct the activities of other printers in the completion of projects.

Programmer/Analyst I—Grade 6

Performs intermediate technical activities such as writing, coding, testing and documenting detailed instruction for computer processing.

Programmer/Analyst II—Grade 7

Performs highly skilled technical activities related to program development, data assembly and analysis and report generation.

Programmer/Analyst III—Grade 8

Performs very highly skilled technical activities related to program development, data analysis and report generation.

Programmer/Operator I—Grade 4

Performs basic technical functions involved in the operation of computers. Prepares systems for operation, loads tape drives, assures printer is operational and monitors operations during processing.

Programmer/Operator II—Grade 5

Performs intermediate technical functions involved in the operation of computers. May interpret error messages and determine source of problems during processing. Resets machines according to predetermined instructions to resume operations.

Reader—Grade 2

Provides oral reading of textbooks, other academic materials, and test to students with disabilities. Reading may occur in person to person format or through audio taping. Readers are supervised by D.R.C.

Receptionist—Grade 2

Performs basic duties such as responding to a wide variety of visitors and/or telephone calls. May perform routine clerical duties including typing and filing. May distribute departmental mail.

Researcher I—Grade 7

Provides high level of research skills that could be in a variety of areas such as data collections, interpretation, curriculum development, analysis and reporting.

Researcher II—Grade 8

Provides a very high level of independent research skills that could be in a variety of areas such as data collection, curriculum development analysis, interpretation and reporting.

Scribe—Grade 2

Provide writing and typing services for students with disabilities in classes, labs or one to one during study time on campus.

Secretary I—Grade 3

Performs basic secretarial duties: types memos, correspondence, and reports; maintains files; answers phones and takes messages. May schedule appointments and provide general information to visitors and others upon request.

Secretary II—Grade 5

Performs intermediate level secretarial duties that could include: compiling and typing correspondence, reports, and minutes from written or dictated material; maintaining records and files. May also provide specific departmental information upon request.

Secretary III—Grade 7

Performs senior level secretarial duties that could include: taking and transcribing minutes at meetings; composing correspondence and memos; securing material and preparing reports and documents. May also handle departmental budgets and financial transactions and deal with important and sensitive information.

Security Aide—Grade 3

Works specifically in security matters. Duties may include a combination of part or all of data collection, reporting, parking lot management, office procedures, etc.

Security Guard I—Grade 3

Performs a variety of basic duties to include patrolling of campus and parking lots. Reports any suspicious activity.

Security Guard II—Grade 4

Performs semi-skilled duties. To include patrolling of campus and parking lots. Reports any suspicious activity. May collect monies from parking meters.

Security Guard III—Grade 5

Performs skilled duties. To include patrolling of campus and parking lots. Reports any suspicious activity. May collect monies from parking meters. May supervise others.

Security Officer—Grade 6

Patrols campus to assist in maintaining security of buildings, facilities, equipment, etc.

Security Officer I—Grade 7

Helps maintain the safety and security of employees, students, visitors and college properties. A high degree of skill and experience is required, including technical and social skills.

Specialist I—Grade 5

Provides a wide variety of assistance and services to departments that could be in office, labs and daycare, etc. These positions require some experience and skill.

Specialist II—Grade 6

Provides a wide variety of assistance and services to departments that could be in offices, labs, daycare, etc. These positions require an intermediate range of experience and skills.

Sports Official—Grade 2

Provides officiating for intramural, recreational or physical education classes/sports/games/programs,etc.

Statistical Clerk—Grade 7

Provides highly technical services that could include but aren't limited to data collection, analysis, report generation and interpretation.

Switchboard Operator—Grade 3

Performs entry level telephone operations duties. May operate a central console or switchboard, receiving incoming calls. Provides callers with directory assistance, keeps records and logs and may perform associated clerical duties.

Technician I—Grade 8

Provide a wide variety of technical assistance requiring intermediate skills to the department. This assistance could be in a wide range of technical activities such as installing, operating, and maintaining equipment, recordkeeping, trouble shooting problems,etc.

Technician II—Grade 9

Provide a wide variety of technical assistance requiring high level skills to the department. This assistance could be in a wide range of technical activities such as installing, operating, and maintaining equipment, record keeping, trouble shooting problems, etc.

Theater Technician—Grade 8

Develops and maintains visual, sound, and special effects of productions and activities scheduled in the grand theater, and by and for the theater at other locations. Assists with costumes, sets and their rentals.

Tool Room Attendant—Grade 5

Works in a department laboratory or shop checking in and out and inventory of tools. Some knowledge and experience of the tools and functions is needed, but can be learned.

Tutor Non-Certified—Grade 4

Provides individual or group tutoring to students in specific areas. Tutors must have received an A or B in that particular subject, have a 2.5 or better G.P.A. and be able to provide references. The tutor at this level is closely supervised by tutoring programs on campus, are required to go to workshops, tutor meetings, etc., and are encouraged to take the tutor training class (LE 125).

Tutor Certified I—Grade 5

Provides individual or group tutoring to students in specific subject areas. Tutors must have received an A or B in that particular subject, have a 2.5 G.P.A. and have taken and passed tutoring training class (LE 125) and as a result, have Level I National Certification. This level tutor is usually hired and supervised by a tutoring program but could do free-lance tutoring. If tutor is a SLCC employee, he/she must attend further training.

Tutor Certified II—Grade 6

Provides individual or group tutoring to students in specific subject areas. Tutors must have received an A or B in that subject, have a 2.5 G.P.A. and have received Level II National Certification. If tutor is a SLCC employee, he/she must also assist with training other tutors and must attend meetings.

Typist—Grade 2

Performs entry level typing duties to produce a variety of documents for a department. Proofreads finished product. May file and do other general clerical duties.