

DATE: September 13, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is not a competitive class position.)

FROM: Michael Iapocce, Commissioner of Social Services
Ulster County Department of Social Services
1061 Development Court, Kingston, NY 12401



JOB VACANCY: Community Services Aide / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$18.30 / hour (Grade 4)

FILL DATE: October 4, 2023

DISTINGUISHING FEATURES OF THE CLASS: A significant portion of this position is manual work involving the operation of a car or van in the transportation of Department of Social Services clients, parents and children related to the delivery of social services. The work is performed according to general instructions and under general supervision of a higher-level employee. Detailed instructions are given for new or difficult assignments. Supervision over the work of others is not a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a motor vehicle under difficult driving and road conditions; ability to report operational issues with the vehicle; ability to understand and follow oral and written instructions; ability to read and write English; ability to demonstrate a friendly and customer service oriented demeanor; ability to demonstrate a mature and dependable nature at all times; ability to keep calm in emergencies; mental alertness; sensitivity to the reactions of others.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or its equivalent.

Special Requirement: Possession of a valid New York State Driver's License appropriate for the class of the vehicle being operated.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.