

AGING SERVICES WORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of routine tasks in support of the activities and program objectives of a number of county departments and/or municipalities. The program under which an employee in this class works is designed to provide employment for older persons who meet applicable Federal eligibility requirements. The work is performed under the direct supervision of a higher level employee within the agency to which the employee has been assigned. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of activities performed by an employee in this title, do not represent any one position. Incumbents in this title may perform some or all of the activities listed as well as other activities not described.

Performs routine clerical duties in support of an office staff, including sorting and filing mail, forms and other materials;

Types forms, letters, records, index cards, envelopes and similar materials;

Acts as receptionist or switchboard operator, directing callers to the proper person or office and provides information of a routine nature;

Answers telephone, takes messages and makes appointments;

Operates a photocopy machine, adding machine or other office machines;

Utilizes electronic data processing equipment in the course of carrying out various clerical duties;

Performs library duties by stocking and/or updating published materials designed to provide information and/or assistance;

Performs grounds maintenance and gardening tasks;

Performs routine maintenance and cleaning tasks;

Assists in the preparation and service of food;

May take and transcribe dictation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the agency and/or municipality assigned; depending on agency where assigned: ability to operate office equipment; ability to operate a switchboard; ability and willingness to perform routine manual work; ability to establish and maintain effective working relationships with others; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

NOTE Although there are no minimum training or experience requirements for this title, candidates must meet applicable eligibility requirements prescribed for program funding.

ULSTER COUNTY
0140 AGE SV WKR
Classification: Labor
Grade: 1
Union: CSEA

Adopted: May 8, 1979
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