

COMMUNITY SERVICES AIDE

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Operates various motor vehicles which may include a car or van according to assigned schedule;

Helps passengers board and disembark from the vehicles, including proper placement in child safety seats;

Ensures only assigned clients are embarked and assures accountability for passengers' safe delivery and return;

Checks the operating condition of the vehicle before starting on a trip;

Reports any operating defects to immediate supervisor and/or Central Auto;

Keeps exterior and interior of vehicle neat and clean;

Assists with snow removal off of the fleet during times of inclement weather;

Assists in creating schedules for transportation;

Maintains inventory of necessary items in assigned vehicles according to inspection check list;

Picks up and delivers documents to other County departments as directed;

Maintains simple records of mileage, route, times and incidents;

May occasionally perform simple clerical functions and record keeping related to the delivery of social services, such as filing, sorting, making copies, etc.

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.

ULSTER COUNTY
1510 CMM SV AID
Classification: Non-Competitive
Grade: 4
Union: CSEA

Adopted: December 18, 1986
Revised: August 4, 2004
Revised: January 1, 2018