

YOUTH WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine work requiring no previous training or experience. The incumbent must not have reached his/ her twenty-fifth birthday. The work is carried out in accordance with established procedures and may involve assignment to a variety of locations where routine work may range from cleaning and maintenance tasks to clerical support and often constitutes an educational experience for the incumbent. Work is normally performed under direct supervision with specific tasks explained in detail and reviewed upon completion. Supervision is not normally a function of the 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 (depending on the location of employment); as well as other related activities not described.

Sorts and files mail, forms and other materials;

Answers telephone and provide routine information;

Performs routine clerical duties in support of an office staff;

Performs activities in support of the operation of a municipal youth program;

Performs a variety of routine duties related to community service;

Performs routine manual work related to buildings maintenance, grounds maintenance or environmental conservation;

Performs routine manual work in support of a Highway maintenance program;

Attends lectures, courses, films and exhibits dealing with a variety of educational and vocational subjects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with others; ability to understand and follow simple oral instructions; willingness to perform routines manual work; willingness to participate in a variety of learning exercises; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

ULSTER COUNTY
7960 YTH WORKER
Classification: Labor
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Adopted: May 8, 1979
Revised: October 1, 1980
Revised: July 17, 1990
Revised: July 31, 2003