



VACANCY:

DRIVER (Part-Time)

VETERANS SERVICES AGENCY

Non-Competitive Position
(no exam required / no fee required)

SALARY RANGE: \$11.70 - \$11.85 per hour

DEADLINE TO APPLY: **Friday, February 21, 2020**

MINIMUM QUALIFICATIONS:

- Applicant must be 21 years of age prior to appointment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- Possession of a valid New York State operator's license appropriate for the vehicles operated.
- If transporting children, a CDL Commercial Class C with passenger endorsement is required.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the safe and efficient operation of a car or van in transporting passengers on an assigned route. Incumbents must safely operate a car or van in accordance with all department and motor vehicle traffic laws. The work is performed under the supervision of a higher-ranking departmental employee in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Operates a car or van in transporting passengers on a regular schedule;
- Maps out efficient transportation routes;
- Keeps records regarding vehicle operation including a daily mileage log;
- Assists passengers when getting in and out of vehicle;
- Instructs passengers about safety practices when entering and leaving van
- May participate in disaster activities as trained and assigned;
- Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of the geography of the area, and traffic laws, and regulations;
- Ability to operate a car or van under all driving and road conditions;
- Ability to understand and follow simple oral and written instructions;
- Ability to get along well with passengers of all ages;
- Willingness to perform routine manual tasks;
- Dependability;
- Courtesy;
- Physical condition commensurate with the demands of the position.

HOW TO APPLY:

Go to: <https://mycivilservice.cayugacounty.us/jobopps> and click on the **APPLY** button next to the title of “**DRIVER (Part-Time) – VETERANS SERVICES AGENCY**” under Current Vacancies.