

Department: In all Civil Divisions

SPEC DISK

H4

Classification: Labor

DOCUMENT

12

Grade: 2

FLSA Non- Exempt

ACTIVITIES AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing light routine non-technical work in connection with dealing with the general public engaged in leisure time activities. The work is performed under general supervision of a supervisor or senior employee. Supervision of others is not a requirement of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Mans booth, counter, or club house during specified hours;

Collects fees;

Assigns and collects equipment;

May perform light manual tasks such as washing dishes, raking lawns, removing refuse, cleaning, etc.;

Keeps the assigned area neat and picked up.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to be courteous and secure the cooperation of the general public; ability to handle money efficiently; honesty; dependability; neatness in appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

* None are required.

* *SPECIAL REQUIREMENT*

If responsibility of the position requires occasional driving of a motor vehicle - the incumbent must possess the appropriate New York State Driver's License at time of appointment.

