

Department: In all Civil Divisions

SPEC DISK F4

Classification: Labor

DOCUMENT

Grade: \_\_\_\_\_

11  
FLSA Non- Exempt

### ACTIVITIES ATTENDANT

*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. Employees in this position may be required to perform simple clerical duties. The work is performed under general supervision of a supervisor or senior employee. Incumbents in this position are responsible for some degree of supervision of subordinate employees. 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;  
Performs simple clerical duties;  
Supervises the work of subordinate employees;  
May perform light manual tasks such as washing dishes, raking lawns, removing refuse, cleaning, etc.;  
Assists in planning special events;  
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; ability to keep simple records; ability to direct the work of others; 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.