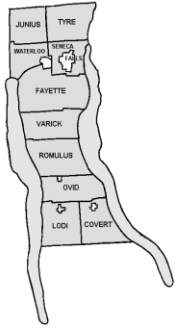


# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**DRIVER Part-Time  
Mental Health Department  
2019 rate: \$11.43 per hour**

**This position is a part-time position with no health insurance benefits**

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the safe efficient operation of a vehicle in the transportation of persons, equipment or supplies as directed. The incumbent must plan for all trips efficiently as to reduce use of County resources whenever possible. When not transporting, drivers must report to their work site. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

One year of experience in the operation of a motor vehicle.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State Driver's License is required, and must be maintained throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:  
December 31, 2018  
or until position is filled

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Operates a small motor vehicle in the transportation of persons to or from various locations as directed;  
Verifies that persons, material or equipment arrive at proper destinations;  
Confirms the time of return to pick up persons, material or equipment for subsequent transport;  
Logs trips, time of arrival and departure, mileage and other pertinent information as needed;  
May load or unload vehicle when required;  
Schedules periodic safety inspections and servicing of vehicle assigned;  
Maintains adequate fuel supply, oil, water and coolant levels;  
Performs routine clerical tasks as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of geography of the county, location of roads, towns and villages; ability to drive a motor vehicle safely and efficiently; ability to read road maps, county and city maps; ability to follow directions; ability to treat persons with a wide range of disabilities including mental health and/or substance use disorder with understanding, compassion and firmness; sound judgement; dependability; physical condition commensurate with the demands of the position.

Posting Date: December 13, 2018