

STAFF ASSISTANT (OFFICE FOR THE DISABLED)

GENERAL STATEMENT OF DUTIES: Assists with the conduct of program responsibilities in the Office for the Disabled; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director, Office for the Disabled, the incumbent in this position is responsible for participation in program planning and implementation for the handicapped community including the hearing impaired. Supervision may be exercised over a small number of subordinate personnel.

EXAMPLES OF WORK: (Illustrative Only)

Communicates with the deaf with teletype equipment;

Interprets for the deaf at meetings of the Office for the Disabled, Employment and Training Council and significant County meetings, and at the request of various County Departments;

Teaches interpreting for the deaf to County employees, and at the Police Academy in regular courses;

Researches, compiles, and disseminates materials related to programs for the handicapped and prepares reports for same;

Participates with the planning and implementation of the Handicapped Research and Development Project;

Assists with the preparation of quarterly report;

Represents Coordinator of Handicapped research and Development Project at meetings; Assists with recruitment, screening and interviewing of applicants for the Handicapped employment project;

Provides information and Referral to handicapped residents and agencies dealing with the handicapped;

Represents Director of the Office with County Departments and public on architectural barriers and other problems peculiar to Handicapped individuals/programs;

Informs public of programs available to Handicapped residents;

Works with the Director on program planning and operation of same;

Provides an interpreter finding service for the deaf and hearing impaired.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of sign language; good knowledge of problems of the handicapped community; ability to teach and interpret sign language; ability to relate well with handicapped individuals; ability to adapt in carrying out varied program assignments; ability to prepare and present reports; initiative; tact; good judgment; dependability.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized College* or University* or (b) completion of two (2) years post high courses* and two years of experience in administration of programs for the handicapped, general administrative work, and/or research or (c) graduation from a standard high school and four years experience as stated in (b); or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Demonstrated ability to communicate in sign language with the hearing impaired community.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.