

DEPARTMENTAL AIDE (B.O.C.E.S. #1 & B.O.C.E.S. #2)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this position performs elementary clerical or manual duties as determined by departmental needs and the capacity of the appointee. Employees may receive services from ACCES-VR (Adult Career and Continuing Education Services – Vocational Rehabilitation), a division of the New York State Education Department that works with students, families and school districts to coordinate appropriate services (including transitional services) for students with disabilities who are leaving secondary education and entering adult vocational rehabilitation and related services. ACCES-VR, formerly known as the Office of Vocational and Educational Services for Individuals with Disabilities (VESID), assists individuals with disabilities to obtain and maintain employment. This position provides employment to former students with disabilities who are of working age and who had been participants in various B.O.C.E.S. vocational / remedial programs. Supervision is not a feature of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Duties vary with given department, but may include:

Duplicates and assembles materials;

Serves as messenger delivering documents and other papers;

Prepares mail by weighing, stamping and depositing;

Operates office machines;

Files;

Helps maintain office or other work areas, lounge and public rooms;

Prepares rooms for meetings;

Sorts and routes mail;

Serves as helper performing services for children.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Knowledge differs according to assignment; ability to learn the basic principles involved in the work to which he or she is assigned; ability to learn simple, routine office procedures such as sorting and filing; ability to learn to operate basic office duplicating machines; ability to learn and follow direct and simple instructions; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; physical condition commensurate with the duties and responsibilities of the assignment.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

B.O.C.E.S. # 1 & # 2
J.C.: Non-Competitive
FAA9
1b

Job Class Code: S367