



CATTARAUGUS COUNTY CIVIL SERVICE HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

AGING SERVICES AIDE (Provisional Appointment) - Part-time

Department of Aging

1 Leo Moss Drive, Suite 7610

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Aging Services Aide - PT (Provisonal Appointment)	1	Grade 13: \$ 15.17per hour (2021) Part-time Bargaining Unit

*Permanent appointment requires successful completion, and placement, thru the Civil Service examination process.

This position involves responsibility for providing outreach, information and assistance to clients seeking long term care assistance. An incumbent performs a wide variety of tasks including referral duties. The work is performed under direct supervision. An Aging Services Aide does related work as required.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and two years of work experience involving substantial communication with adults involving persuasion, negotiation, explaining, or counseling. This experience must have involved the exercise of judgement in dealing with or responding to another person. (Typical jobs involving this experience may include customer service representatives, people providing personal services, people providing social services, interviewers, counselors, and similar jobs involving periodic confrontation with a client, customer, member of the public, etc.). AND EITHER:

- A. Successful completion of a course involving the use of personal computers; OR
- B. Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy; OR
- C. Knowledge of personal computer equipment, operations and functions.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on January 17, 2022 to:

Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

Re-Issued: December 27, 2021