

AUDIO-VISUAL ASSISTANT/DRIVER

GENERAL STATEMENT OF DUTIES: Delivers and performs minor maintenance on audio-visual equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the delivering and returning of audio-visual equipment and supplies from a central location to various school districts. The work also involves the routine inspection of the equipment. Minor repairs and adjustments are made on the equipment, but the more difficult and technical matters are performed by an audio-visual technician. The work is performed under direct supervision of the Director and Communications and skilled technician.

EXAMPLES OF WORK: (Illustrative only)

Operates a motor vehicle in a safe manner while performing the following duties:

- Delivers audio-visual equipment and supplies to various schools for their use;
- Picks up and returns audio-visual equipment and supplies to a central location after use;
- Makes routine service calls and performs minor maintenance of audio-visual equipment;
- Transports equipment in need of repair to a central location;
- Insures that the vehicle operated is serviced at specified intervals and is in a safe condition for operation;
- Maintains simple records and reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the safe operation of a motor vehicle; working knowledge of the repair and maintenance of audio-visual equipment; ability to lift heavy objects; ability to safely operate a motor vehicle; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school; and either:

A.) Six months of experience in the service or repair of electrical equipment;

OR

B.) Six months of study in an approved college or university in electronics or related field;

OR

C.) Any equivalent combination of training and experience.

SPECIAL REQUIREMENT: Applicants must possess an appropriate and valid New York State motor vehicle driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/24/83