



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 20-009 **POSTING DATE*: FROM:** 02-21-2020 **TO:** 03-04-2020

JOB TITLE: Student Aide

RATE OF PAY: \$11.80 / hour

LOCATION: Finance Department

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

None

APPLICATION DEADLINE / LAST FILING DATE*: 03-04-2020

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: Visit www.co.ontario.ny.us/humanresources or the Department of Human Resources to receive additional information and for the Application for Employment or Examination. Completed applications can be delivered personally or mailed to the address above.

Include the Job Title and Job Posting Number on the application.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

STUDENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position is for current high school or college students and involves responsibility for assisting staff members in a wide range of tasks. The employee works under the immediate supervision of a professional staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists staff members with recording attendance in recreation or class activities;
Assists staff members when visiting social services participants in stimulating cognitive skills in babies and teaching mothers how to do the same;
Assists staff members in preparing routine clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Interest in working with people; ability to get along with others; dependability; ability to understand and follow directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

APPROVED: AUGUST 14, 1981
CIVIL SERVICE CLASSIFICATION: LABOR