

NEW CASTLE COUNTY GOVERNMENT

Number 0390

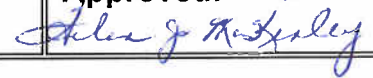
CLASS SPECIFICATION

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Date 02/28/11

Title: SPECIAL SERVICES WORKER I

Approved:



GENERAL STATEMENT OF DUTIES: Performs routine, entry-level work performing various assignments and duties within the Department of Special Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine, entry-level work providing assistance to the Department of Special Services. The work may involve some contact with the public. This employee works under close supervision.

EXAMPLES OF WORK: (Illustrative only)

- Performs general custodial and cleaning duties;
- Files;
- Answers telephones;
- Performs routine, entry-level maintenance work;
- Picks up trash and empties cans in parks;
- Operates a weed-eater and trimmer;
- Performs manual labor;
- Dispenses equipment and supplies;
- Collects tickets at events;
- Assists with recreational activities;
- Maintains simple records;
- Assists in storeroom and delivers supplies;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to follow simple oral and written directions; courtesy; dependability; ability to keep simple records and reports; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: This is entry-level work with no experience required; however, individuals must meet minimum age qualifications to secure a work permit.

ADDITIONAL REQUIREMENTS: If it is required of the duties of the position, possession of a valid Delaware Class D Driver's License or its equivalent and completion of an internal operator's training program administered by the Department of Special Services. Must pass a Class III County physical examination if required of the duties of the position. Must pass a drug screening and criminal background check.

HISTORY OF REVISIONS

Established: 06/01/98
Revised: 05/01/03
Revised: 12/20/05
Revised: 02/28/11