



Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

Driver (Per Diem)

Saratoga County Department of Veteran's Services

SALARY: \$16.00/hr *Plus optional NYS Retirement System Enrollment*

This is work requiring skill in the safe and efficient operation of a motor vehicle in the transportation of veterans and DSS clients to a variety of destinations including approved medical facilities. The driver acts in accordance with rules and regulations of the Veterans' Service Agency as well as all motor vehicle and traffic laws. The driver is responsible for the safety of the passengers and may be required to assist veterans and DSS clients with specific tasks. Work is performed under the general supervision of the Director of the Veterans' Service Agency. Does related work as required.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Operates a motor vehicle to escort veterans and Medicaid/Medicare passengers in connection with providing transports to and from approved medical facilities and picking up of passenger medications;
- Follows a schedule pertaining to pick up and drop off locations and times;
- Maintains simple records of fuel used, mileage, and passengers carried, may also prepare related reports;
- Performs minor maintenance tasks and/or scheduling of routine service at recommended intervals, cleans vehicle when necessary;
- Reports any mechanical defects and minor or major accidents to immediate supervisor.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Required performance knowledge, skills, abilities, and personal characteristics:

Good knowledge of safe driving and driving practices and NYS traffic laws; good knowledge of the road and highway system of the geographic areas served; ability to establish harmonious relations with fellow workers and the public; ability to maintain written records; dependability; physical condition commensurate with the demand of the position.

Minimum Qualifications: NONE

SPECIAL REQUIREMENTS: Possession of a New York State driver's license at the time, and for duration, of appointment. *Preference may be given to Veteran's when filling this vacancy.*

Qualified candidates may submit their application and resume, by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until vacancy has been filled

Applications are required for consideration and are available in the Human Resources Office or on our website, www.saratogacountyny.gov Resume MAY NOT be substituted for Application. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.