

MUNICIPAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is repetitive work of a routine nature which involves manual duties within the capabilities of physically or mentally disabled persons who are found to be qualified to satisfactorily perform such duties. This position may only be filled by an individual who has been certified as physically or mentally disabled in accordance with Section 55a of the New York State Civil Service Law. Supervision is provided by the unit or department supervisor.

TYPICAL WORK ACTIVITIES:

Duties may vary according to the department or unit where the individual is assigned, such as:
Simple clerical work including photocopying, folding pages, stuffing envelopes, etc.;
Groundswork;
Custodial work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to perform routine manual work; ability to follow simple, oral instructions; willingness to perform tasks as assigned.

MINIMUM QUALIFICATIONS: Certification as physically or mentally disabled under Section 55a of the New York State Civil Service Law.