



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **NAVIGATIONAL ASSISTANT**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 06/09/10
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This seasonal position exists in the County Sheriff's office and involves responsibility to assist in conducting boat patrol on navigable waters in the county to enforce state navigation laws including investigation of offenses and apprehension of violators. The work is performed under the general supervision of the Sheriff or other high-ranking officers with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

May assist the Deputy Sheriff (Navigation) Seasonal;
Operates vessels in patrol of selected lakes and rivers;
Assists in stopping vessels;
Assists in dragging operations in the event of a drowning or in search and rescue;
May participate in boating safety talks to school and civic groups;
Aids boaters in distress and may give CPR or First Aid to injured bathers or boaters, if trained to do so;
May issue storm warnings when changing weather conditions dictate;
Operates ship to shore radio in performance of duties;
Prepares a variety of records and reports related to work;
Transports, launches, and cleans vessels and equipment and assists in the maintenance and repair of the vessels and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of the NYS Navigation Law and other applicable laws, regulations, and ordinances;
Working knowledge of safe powerboat operations;
Ability to operate two-way radios and powerboats;
Ability to apply CPR, AED, and First Aid, if trained to do so;
Ability to assist in enforcing boating regulations;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

NYS Boating Certification AND possession of a current valid New York State driver's license.
