



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

**JOB SPECIFICATION**

Civil Service Title: **Transportation Aide**  
Jurisdictional Class: Non-Competitive  
Civil Division: County  
Adoption: CSM 6/13/01  
Revised: CSM 9/11/02, 1/14/15

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**DISTINGUISHING FEATURES OF THE CLASS:**

The main function of this class is providing transportation and escort services for the Department of Social Services' clients or for juveniles needing detention placement to relieve professional staff from routine transportation duties. The work is performed under the direct supervision of the Caseworker or Case Supervisor in the Department of Social Services or County Sheriff, Special Patrol Officer, or other designee charged with the responsibility for providing services for the transport of juveniles. The work for this class also involves messenger duties including the performance of routine and very simple clerical tasks. The primary work is the use of a motor vehicle to provide transportation and escort services. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Provides transportation services and assistance to clients and foster children to and from destinations specified by a Caseworker, Case Supervisor or Court;  
Escorts clients to keep medical/dental, counseling appointments and also transports clients to retail food, clothing, and other consumer-oriented outlets;  
May escort juveniles with the assistance by Special Patrol Officers to and from detention facilities as directed by the Court and/or the Probation Department;  
Monitors parent visitation with children in foster care placement; observes parent/child interaction during visitation, and reports to caseworker/case supervisor relative to the client/parent interactions and also unusual occurrences which may affect a client's well being;  
May be directed to provide clients special escort and transportation services relative to employment, parenting skills training, clients' children's school attendance, and other matters related to client's family's well being;  
Performs assignments under the direct supervision of a Caseworker/Case Supervisor dealing with specific detailed but routine chores within the Department of Social Service's responsibility, including instructing the parents on performing simple, routine and well-defined homemaking and shopping tasks;  
Performs a variety of minor clerical and record-keeping tasks on work performances, including services provided, times and dates of services provided, etc.;  
Performs related tasks as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of the geography of Cayuga County and the locations of various public and private agencies providing social and health services;  
Ability to follow oral and written directions;  
Willingness to work under adverse weather conditions;  
Ability to compile simple reports;  
Good judgment, maturity, tact and sensitivity in dealing with clients;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

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

**SPECIAL REQUIREMENT(S):**

Possession of a current valid Class D NYS Motor Vehicle operator's license and a driving record acceptable to the County's Insurance Carrier.

**NOTE:**

In compliance with Section 424-a of the Social Service Law those candidates who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

Appointment is contingent upon clearance by the State Child Abuse/Neglect Central Register.