

POSTED: October 13, 2016
APPLICATION DEADLINE: October 28, 2016

AFSCME POSITION ANNOUNCEMENT

**NORTHUMBERLAND COUNTY
JUVENILE COURT SERVICES AGENCY**

JOB TITLE: VAN DRIVER (PART-TIME)
SALARY RANGE: AS PER UNION CONTRACT

THIS POSITION IS CLASSIFIED ON THE AFSCME BARGAINING UNIT

General Definition:

Under close supervision, operates motor vehicles to provide transportation services to CLANCY Alternative Education/Day Treatment participants from throughout Northumberland County. It is a part-time position, up to 20 hours per week, as needed with NO benefits.

Examples of Work Performed:

- Inspect and assure vehicle is in safe operating condition. Also check for routine maintenance problems such as fluid levels and tire pressure.
- Informs proper authority of any malfunctions or safety hazard.
- Assist in loading and unloading of passengers or freight.
- Maintains vehicles appearance as required by supervisor.
- Fills out various forms and records as required.
- Between driving assignments the employee may be required to perform various tasks by a supervisor.

Required Knowledge, Skills, and Abilities:

- Dependability and good attendance
- Good judgment

- Ability to take responsibility for the safety and well being of persons and property.
- Integrity.
- Ability to maintain schedules and time tables set down by others.
- Able to get along with people from all backgrounds.
- Good general knowledge of the roads in the county.
- Ability to follow written and verbal instructions.
- Limited knowledge of vehicle maintenance and mechanics.
- Ability to drive, park and back-up a van or light truck.

Minimum Training and Experience:

- A valid Class I Pennsylvania operator's license and a good driving record.
- Be in acceptable physical health.
- Up to date Act 33 (Child Abuse), Act 34 (PA Criminal Record), and Federal Criminal History Background clearances.

Salary:

Current hourly rate as per AFSCME Contract for drivers.

HOW TO APPLY:

Send resume and letter of interest to:

Northumberland County
Juvenile Court Services
322 N. Second Street
Sunbury, PA 17801

THIS AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER