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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : BOOKMOBILE CLERK-DRIVER
Code : 090280 HEA
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Competitive

GENERAL STATEMENT OF DUTIES

Drives a bookmobile and assists with the clerical work of the bookmobile; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position involves the safe operation and the regular care of a bookmobile and the performance of clerical routines associated with a bookmobile.

TYPICAL DUTIES

1. Drives a bookmobile and staff over scheduled route;
2. Operates a photocharger;
3. Loads and unloads bookmobile books;
4. Makes a variety of minor repairs to bookmobiles;
5. Files and performs other routine clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the safe operation of motor vehicles;
2. Ability to understand and follow simple oral and written directions;
3. Clerical aptitude.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school;

or

Two years of clerical experience.

Necessary Special Requirement

Possession of a valid New York State Driver License appropriate for the type of vehicle to be operated.

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