



- All Candidates must be at least eighteen (18) years of age at time of application.
- All positions will require fingerprinting. Fingerprint information will be given when a conditional job offer is made.
- In order to apply, you will need to go to www.dutchessny.gov/jobs to submit an on-line application AND you need to complete and e-mail this form to hrexams@dutchessny.gov

Name:	Date:
E-mail:	Phone #:

If you have any questions, contact the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601, (845) 486-2169.

<u>Department of Public Works:</u>						
<i>Buildings</i>	<input type="text"/>					
<i>Highway</i>	<input type="text"/>	Poughkeepsie	<input type="text"/>	Amenia	<input type="text"/>	Beekman
	<input type="text"/>	Millbrook	<input type="text"/>	Pine Plains	<input type="text"/>	Rhinebeck
<i>Parks</i>	Education (Bowdoin)		<input type="text"/>	Maintenance	<input type="text"/>	Bowdoin
					<input type="text"/>	Wilcox

<u>Department of Behavioral and Community Health (DBCH):</u>	
<i>Environmental Health</i>	
<i>Communicable Disease Control</i>	<input type="checkbox"/>

<u>Office Clerical:</u>	
<i>Parks</i>	Wilcox Park (Town of Milan) Bowdoin Park (Town of Wappinger Falls)
<i>Office for the Aging</i>	
<i>Department of Human Resources</i>	
<i>Public Works Admin</i>	

Seasonal Student Worker Assignment Descriptions and Rates

DPW - Buildings	Salary: \$12.50/hr.	Location: Poughkeepsie
Assists with routine manual tasks which include landscaping responsibilities at County Buildings. Involved with the set up and break down of Office for the Aging Senior picnics. <i>Individual <u>must</u> possess a valid NYS driver license.</i>		

DPW - Highway	Salary: \$12.50/hr.	Location: Varies
Assists various crews with routine general labor or construction tasks. <i>Individual must be available to work the entire summer through August. Overtime work may be required during emergencies.</i>		

DBCH Environmental Health Aide	Salary: \$12.50/hr.	Location: Poughkeepsie
Involves collecting water samples (public water systems, bathing beaches, etc.) and enters sampling data into computer. May participate in other projects as needed, including digitizing records. <i>Individual should be pursuing a degree in science; i.e., chemistry, biology, with preliminary science course work having been completed; an ability to work independently. Individual <u>must</u> possess NYS driver license as well as possession of a car, as extensive field work is required.</i>		
DBCH Communicable Disease Control	Salary: \$12.50/hr.	Location: Poughkeepsie
Assist with the increased number of tick-, food- and water-borne disease case load that occurs from late spring through-summer. <i>Individual should be pursuing a degree in science; i.e., community and public health.</i>		

Office Clerical—	Salary: \$12.50/hr.	Location: Various
<i>Parks</i>	<u>Wilcox</u> : Collect fees at gate, from Mini Golf and boat rentals; take reservations on weekends. <u>Bowdoin Park</u> : assist Parks Secretary in office with reservations, answer telephones and assist with customers.	
<i>Office for the Aging:</i>	Involves providing routine clerical support services including keyboarding, filing and data management; Senior Picnic program setup/take down, collect payment at picnics and surveys.	
<i>Department of Human Resources</i>	Involves providing routine clerical support services including keyboarding, filing and data management.	
<i>Public Works Admin</i>	Involves routine clerical support services including data entry, keyboarding, filing, and data management. May assist with inventory auditing, reconciliation projects and the contract preparation process. Experience with Excel preferred.	

Parks Education	Salary: \$12.50/hr	Location: Bowdoin Park
Assigned to Bowdoin Park to assist Park Naturalists with prepping for and running summer programs.		

Parks Maintenance	Salary: \$12.50/hr	Location: Varies
<u>Wilcox Park</u> : Clean bathrooms, empty trash, weed wacking and assisting Parks Maintenance staff with projects and duties. <u>Bowdoin Park</u> : Clean bathrooms, empty trash, weed wacking and assisting Parks Maintenance staff at Bowdoin, Dutchess Stadium, Quiet Cove and Dutchess Rail Trail.		