

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Office for the Aging**  
***Aging Services Specialist***

**\$40,977 - \$48,312**

**DATED: March 26, 2026**

**LAST DAY FOR FILING: April 9, 2026**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs a wide variety of tasks as an advocate for older/disabled persons and their caregivers including outreach, information, and referral duties as well as direct services provided by the Office for the Aging. Work may be performed under the general supervision of a Coordinator of Services for the Aging or the Director. Supervision may be exercised over volunteers.

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

- Assists in the implementation and operation of a specific service component or performs a variety of tasks in support of programs and services for older persons;
- Assists the Coordinator of Services for the Aging or the Director in the performance of his/her duties;
- Engages in activities in support of Office for the Aging programs;
- Works directly with older/disabled persons or their delegates/caregivers to help meet needs;
- Makes home visits to gather needed information for service provision and makes referrals to professional staff or others as indicated;
- Provides and explains information about resources and services available to assist with identified needs
- Inputs and retrieves data from a state wide database and other websites;
- Assists in obtaining services and applying for benefits/programs for older/disabled individuals.
- Assistance includes researching eligibility information and gathering required documentation in addition to completion of required forms which may be in hard copy or on-line;
- Makes recommendations to Director regarding programs and services for older persons;
- May transport consumers to medical/dental appointments or shopping, as necessary;
- May supervise the activities of assigned volunteer workers.
- Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of the characteristics, needs and interests of the aging; working knowledge of community agencies, facilities and services which can be utilized to aid the elderly; working knowledge of public information and relations techniques; ability to organize; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Associates or higher and one (1) year of full-time or its part-time equivalent clerical experience involving work with the general public, or supportive duties to elderly or disabled persons and their caregivers, or experience in a human services field; or
- b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as described in (a).

**SPECIAL REQUIREMENTS:** A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment. Incumbents will be required to have

reasonable access to transportation to meet fieldwork requirements.

**NOTE:** If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)