



## JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.*

Today's Date: January 25, 2023

Date Listing Will Close: February 1, 2023 at 5 p.m.

The following department has a vacancy for qualified employees in the following position:

Class Specification: Program Aide- Frances Fredericks Senior Center (30 hours per week with Benefits)

Location Department: Senior Resources

Salary: \$12.00 per hour

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

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**HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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E.O.E. and AD.A.





- Ability to maintain confidential information and research benefit information
- Ability to establish and maintain accurate record keeping systems
- Ability to communicate effectively both orally and in writing

*These knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school or by obtaining a GED Certificate and (2) years of experience in a related field of employment. Equivalent combinations of education and experience will be considered*

**ADDITIONAL REQUIREMENTS:** Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position. Employee must be able to drive Harrison County vehicle to job site if assigned.

**SALARY RANGE:** \$12 per hour

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|   | YES | NO |
|---|-----|----|
| Work involves lifting pushing or carrying 40 pounds or more   |     |    |
| Work involves the operation of earth-moving equipment or commercial motor vehicles                                  |     |    |
| Work involves the operations of non-commercial motor vehicles   |     |    |
| Work involves the operation of tools such as axes, shovels, and sling blades, etc.                                  |     |    |
| Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawnmowers, tractor |     |    |
| Work involves climbing or running   |     |    |
| Work involves standing, bending, twisting or reaching out in unusual positions                                      |     |    |
| Works above ground or floor level, such as on stools or ladders   |     |    |
| Works in a relatively high average temperatures over a long period of time  |     |    |
| Work involves considerable physical exertion of the whole body over a long period of time                           |     |    |
| Work requires near vision (20 inches or less)   |     |    |
| Work requires distance vision (20 feet or more)   |     |    |
| Work involves the detection of color differences  |     |    |
| Work involves determination of the correct location of a sound, such as footsteps                                   |     |    |
| Work involves hearing and understanding conversation or sounds  |     |    |

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

|   | YES | NO |
|---|-----|----|
| Outdoor Weather Conditions                                    |     |    |
| Wet, Humid Conditions (non-weather)                           |     |    |
| Work Near Moving Mechanical Parts                             |     |    |
| Work in High, Precarious Places                               |     |    |
| Fumes or Dust   |     |    |
| Toxic or Caustic Chemicals                                    |     |    |
| Extreme Heat (non-weather over 90° F.)                        |     |    |
| Low Noise (e.g., business office)                             |     |    |
| Moderate Noise (i.e. motorized equipment such as lawn mowers) |     |    |
| Loud Noise (e.g., jackhammer, heavy motorized equipment)      |     |    |