

**DUTIES STATEMENT**

**EXEMPT CLASS**

**DEPARTMENT OF FINANCE**

**CHAUFFEUR (FINANCE)**

Under supervision, responsible for driving the Commissioner of the Department of Finance or designee to and from appointments throughout the day, occasionally working in late evenings and/or weekends; ensures timely transport; maintains schedule and itinerary and serves as a logistics aide; performs related work. Duties require complete trustworthiness and discretion.