

**DUTIES STATEMENT**

**CHAUFFEUR ATTENDANT (DVS)**

The Chauffer Attendant (DVS) is responsible for driving a passenger vehicle and serves as a chauffeur to the Commissioner; transporting employees and material to and from work locations; checks the tires, oil, and fuel of the vehicle, replenishes fluids as needed, and checks the vehicle to see that lights, horn and brakes appear to be operating properly. The position reports any noticeable mechanical defects in the vehicle.