



PERRY COUNTY TRANSIT

External Posting

Position: Full Time Office Associate

Post: January 19, 2021

End: Until filled or February 28, 2021

Starting Wage Probation: \$11.80 **End Probation Wage:** \$12.85

Hours of Operation: M-T-TH-F - 6:00am to 6:00pm W- 6:00am-9:00pm Sat-6:00am-12:00pm

Applications are available on the website. Submit an application, resume and 3 professional references by mail to Perry County Transit 499 North State Street New Lexington, OH 43764 or by email to brenda.newell04@jfs.ohio.gov

Job Duties:

- **Technology** – Experience with and Knowledge of
 - MARCS Radio communication
 - Computer operation
 - Tablet operation
 - CBTS & call center

- **Computers**
 - Extensive Experience/Training & Knowledge of Programs & Software
 - Ecolane or similar systems– Logistics, Scheduling, Reporting
 - Schedule runs
 - Enter runs
 - Review trips
 - Verify charges
 - Review reports
 - Excel
 - Word
 - PPT
 - Maps
 - Computer programs as assigned

- **Operations**
 - scheduling and assigning trips
 - logistics creating and assigning routes
 - monitoring systems in real time
 - reassigning of trips as necessary

Director, Cheryl Boley

499 North State Street • P.O. Box 265 New Lexington, Ohio 43764 ♦Phone: (740) 342-2810 • Fax: (740) 342-5546

www.perrycountytransit.com



PERRY COUNTY TRANSIT

- Maintain files
- Keep accurate records

- **Dispatching**
 - Real time radio dispatching
 - Real time logistics coordination
 - Daily balance sheets
 - Accurate records
 - Report incidents

- **Contract Monitoring**
 - Invoicing
 - Collections
 - Accounts payable
 - Accounts receivable

- **Communication Skills**
 - Verbal
 - Written
 - Interpersonal and Customer Service
 - De-escalation Techniques
 - Report Incidents
 - Public Speaking

- **All Office Associates Must Secure and Maintain**
 - Reasonable Suspicion Training and Certification
 - driver certification and training requirements for preparedness of possible temporary assignment as a driver. (See driver requirements below)

All Drivers Must:

- Possess and maintain a valid driver's license
- Provide an abstract of their driving record and report any violations as they occur
- Successfully pass drug and alcohol testing prior to hire and random testing throughout employment
- Pass an annual physical (see CORSA Handbook: VI. MEDICAL EXAMINATIONS AND DISABILITY SEPARATION)

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PERRY COUNTY TRANSIT

- Comply with all safety and operational rules for motor vehicles as required by the State of Ohio and all procedures as directed by the County's CORSA Handbook
- Ability to complete assignments in a reasonable, timely manner, adhering to scheduling
- Ability to safely operate all transit vehicles
- Ability to safely transport passengers
- Be able to work in various weather and environmental conditions
- Attend and pass required training
- Keep a neat and clean appearance, dressing in appropriate attire
- Exhibit good public relations

*Applications provided upon request. Applicants should indicate any experience and education for the above requirements. Applicants must submit the application along with a resume and 3 professional references to Management.