



PERRY COUNTY TRANSIT

Entry Level Position (2 openings) Office Associate – Full Time

Starting Wage: \$11.80

End Probation Increase: \$12.85

Post: February 26, 2022

End: March 5, 2022 or until filled

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

Applications available online at [Perry County Transit - Village of New Lexington, Ohio.](#)

Submit application and 3 professional references by email to brenda.newell04@jfs.ohio.gov

Applications are also available at Perry County Transit – Address listed below

Job Requirements: Ability to utilize transit technology systems to conduct scheduling, dispatching and monitoring of transit rides. Create and assign routes. Invoicing, daily balance sheets and assisting with reporting. Professional, polite and courteous customer service. Professionally address questions and inquiries from the general public. Work with local transit partners, state and local governments, contractors and vendors. Provide information and referral services and/or resources. Provide travel training and trip planning activities for our passengers. Act as back up driver if necessary. Any other duties as assigned by the Transit Operations Supervisor. Pass pre-employment screenings and continued employment screenings.

Preferred consideration given to candidates with experience, and skills with: MARCS Radios, Ecolane or other scheduling systems, Dispatching, Computer experience, Microsoft office, logistics, basic accounting procedures, various technologies, real time monitoring of transit operations, verbal and written communication

Additional Office associate Requirements

- Reasonable Suspicion Training and Certification (on the job training)
- Transit Driver certification for emergency back-up. Non CDL (on the job training)
- Valid Ohio driver's license
- Provide abstract of your driving record (BMV provides – cost reimbursed)
- Report all driving violations, citations, accidents as they occur
- Pre-employment drug & alcohol screening (employer paid) (Random after hire)
- Pre-employment and annual physical (employer paid)
- Pass Background check (employer paid)

Director, Cheryl Boley

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www.perrycountytransit.com