



PERRY COUNTY TRANSIT

EXTERNAL POSTING Full-Time Office Associate

Department: Perry County Transit

Starting Rate: \$15.36

Normal Hours of Operation: 6:00 am to 6:00 pm, M,T,Th,F.
6:00 am to 9:00 pm, Wednesday
8:00 am to 12:00 pm, Saturday

Posted: August 14, 2023

Application Deadline: Until Filled

Applications are available online at www.PerryCountyTransit.com, www.PerryJFS.org
and in-person at Perry County Transit.

Submit completed Application, Resume, and 3 Professional References in person or
via email: PerryHR@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

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Director, Cheryl Boley

552 W. Broadway • P.O. Box 265 New Lexington, Ohio 43764 • Phone: (740) 342-2810 • Fax: (740) 342-5546

Administration: 212 S. Main St. • P.O. Box 311 New Lexington, Ohio 43764 • Phone: (740) 342-3551

www.perrycountytransit.com



PERRY COUNTY TRANSIT

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

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- 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

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