



# PERRY COUNTY TRANSIT

## External Posting

**Position: Full Time** Office Associate

**Post:** April 23, 2021

**End:** Until filled

**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, 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](mailto: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

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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](http://www.perrycountytransit.com)



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- 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 )

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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

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