



Perry County Job and Family Services

EXTERNAL POSTING Perry County Transit Clerical Supervisor

Classification: Clerical Supervisor

Department: Perry County Transit

Hours of Operation: 6:00 am – 6:00 pm M,T,TH, F. 6:00 am – 9:00 pm Wed. 8:00 am – 12:00 pm Sat.

Pay Range: 30

Starting Rate: \$24.68

PCN: 10520

Posted: 02/05/2024

Application Deadline: Until Filled

Applications are available online at [Human Resources - Perry County Job and Family Services \(perryjfs.org\)](http://HumanResources-PerryCountyJobandFamilyServices(perryjfs.org))

Submit completed Application, Resume, and 3 Professional References,
via email: PerryHR@jfs.ohio.gov

Job Duties:

- Performs various administrative duties.
- Supervision of drivers and office associates.
- Secure required ODOT certifications for administrators and public transit systems.
- Ensures adherence to ODOT/FTA regulations.
- Adheres to transit contract requirements.
- Act as liaison between agencies, community partners and the public.
- Oversight of all contract scheduling.
- Assist in scheduling and documentation of pre-employment screenings.
- Assist in scheduling and documentation of new hire, annual and ongoing training.
- Schedule staff, reconciles time cards and leave balance, approves/denies leave.
- Operation of transit technology including MARCS radios, RouteMatch and Ecolane.
- Monitor and maintain filing procedures, records retention policy and employee files.
- Develops, implement and enforces compliance with policy and procedures.
- Participates in hiring, evaluations, discipline and other performance matters.
- Oversight of vehicle, office and garage inventory.
- Secure and confirm daily deposits.
- Complete mail transfers between agencies.
- Maintain cross agency calendars.
- Operates transit vehicles and conducts various office duties in the absence of staff.
- Fleet and agency vehicle Maintenance. Schedule, document and maintain records.
- Document and respond to disabled vehicles, incident/accidents.
- Other duties as assigned for PCJFS and PCT.

All Staff 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 thereafter.
- 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 ODOT, the State of Ohio and Perry County's Handbook (CORSA).

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Phone: (740) 342-3551 • Fax: (740) 342-5491
www.perryjfs.org



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- General knowledge of vehicle maintenance, fueling and pre-trip inspections.
- Complete assignments in a timely manner, adhering to scheduling.
- Work in various weather and environmental conditions.
- Meet training requirements.
- Keep a neat and clean appearance, dressing in appropriate attire.
- Exhibit good public relations.

Minimum Qualifications

- Twelve months experience as a Clerical Specialist 4, 10114.
- Or completion of two years of technical training in office administration or secretarial science. Also requires twelve months experience in a position similar to a Clerical Specialist 4, 10114.
- Or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in word processing. In addition, applicants must have an additional twelve months clerical experience in a position similar to a Clerical Specialist 4, 10114.
- Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.