

OFFICE ASSISTANT - DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS:

This position combines the duties of dispatching and clerical office support, typically in the facilities and transportation department of a school district. While this position is responsible for dispatching buses, the incumbent is also responsible for performing a wide range of clerical functions dictated by the needs of the department. The work is performed under general supervision. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs skilled keyboarding to produce correspondence, reports, tables, charts and forms;
2. Enters information into computer database from printed copy and handwritten forms;
3. Proofreads, verifies and reconciles database information as necessary;
4. Gathers and compiles various data;
5. Performs routine clerical tasks such as filing, photocopying, maintaining various records, and providing routine information;
6. Informs maintenance and custodial personnel of scheduled assignments;
7. Dispatches buses and drivers on assigned routes;
8. Schedules drivers, ensuring proper shift rotation and coverage for all bus routes;
9. Instructs drivers in procedures and the proper use of equipment;
10. Monitors all bus radio transmissions;
11. May serve as a relief driver.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of dispatching operations and procedures in order to direct the work of others through radio communication;

Knowledge of the operation of a school bus sufficient to transport students in a safe and efficient manner in all weather and traffic conditions;

Knowledge of software packages for database management sufficient for the routine entry and deletion of information, production of reports, and manipulation of data;

Knowledge of office principles and practices sufficient to perform routine tasks such as filing, photocopying, keyboarding and reception;

Ability to learn and work within departmental procedures and guidelines;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical work experience.

OFFICE ASSISTANT - DISPATCHER (Cont'd)

SPECIAL REQUIREMENTS:

1. Candidates must indicate keyboarding experience, i.e., a course in typing or keyboarding work experience.
2. School Districts may require that candidates possess an appropriate level New York State Commercial Driver's License at time of appointment.

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ADOPTED: 8/15/01

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