



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Transportation Clerk

POSITION LOCATION Albion

PAY/HOURS: \$14.75/hour

Part time - 20 hours/week

QUESTIONS OR RESUME TO:

Susan Jessmer, HR & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY September 23, 2022

Note: Internal Candidates may respond with a letter of interest and resume.

MAJOR RESPONSIBILITIES and QUALIFICATIONS:

- The person in this position is responsible for data entry, scheduling appointment pick up times, tracking driver qualifications, training and testing requirements and bus maintenance and repair.
- Coordinate requests for transportation from partner agency.
- Will dispatch transportation schedule to drivers as needed and as changes occur. Will track all cancellations and “no shows” on daily schedule.
- Review all daily driver logs for accuracy and legibility, compare to dispatch records, and notify the manager of any discrepancies. Log daily mileage based on county.
- Will assist drivers in making appropriate referrals to other Community Action programs and/or other community agencies.
- Will maintain records as required. This will include NYS DMV bus driver unit, grant funders, DOT 5310. Will assist with preparation, completion, and submission of semi-annual reports in a timely manner.
- Provide support for the maintenance of bus driver 19A files. Will monitor and notify driver of upcoming expiration of driver qualifications in a timely manner.
- Will assist with preparation of billing for services rendered by the agency to contract sources.
- Responsible for the validity, authenticity and accuracy of all documentation maintained by the transportation department. Will inform administration immediately of any known discrepancies in documentation.
- Will become knowledgeable of DOT regulations, DMV regulations, and other regulations that apply to the operations of the transportation department.
- Will be able to work on occasion, outside the normal hours of this position (ex. nights and/or weekends) in order to meet emergency client needs, process timely paperwork or meet deadlines.
- Maintain Confidentiality regarding Agency client and business information.
- Will perform other duties as may be required by project rules and regulations, or as directed by your supervisor.
- Will perform all other duties as assigned by Case Manager, Director and/or CEO.

- Participate in mandatory training and meetings as directed by supervisor.
- Lifting up to 30 pounds

- High School Diploma or equivalent. Experience in operation of transportation system or related experience.
- Computer and Microsoft Office experience needed.
- Demonstrated ability to work independently.
- Must have reliable transportation to and from work.

**Applicants holding or interested in obtaining CDL encouraged to apply.