

TRANSIT ROUTE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the scheduling and timing of bus routes and drivers. Additionally, the incumbent maintains related transportation records. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in establishing bus routes and in preparing time schedules for buses;
Makes necessary arrangements for extra work assignments to coach operation;
Prepares records on mileage, number of patrons carried and number of stops made on each route;
Prepares and maintains payroll records for drivers;
Receives and responds to complaints concerning transportation services, and keeps supervisors informed;
Maintains records and reports related to the routes and times;
Sells bus passes and gives change to passengers;
Provides route schedule information to the patrons;
Posts and distributes schedules;
Cashes up bus revenues and delivers the cash to the appropriate bank;
Picks up change daily at the bank.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the areas being served;
Working knowledge of use and knowledge of microcomputers;
Ability to assist in planning and scheduling bus routes and time schedules;
Ability to prepare and maintain records and reports;
Ability to follow oral and written directions;
Ability to get along well with others;

MINIMUM QUALIFICATIONS:

- A) One year office, business or industrial experience dealing directly with the public; OR
- B) Completion of 30 semester credits hours from a regionally accredited or NYS registered college or university; OR
- C) An equivalent combination of A) and B) above.

SPECIAL REQUIREMENT-Must obtain a CDL Class B with P endorsement within the probationary period.