



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position:	Transit Dispatcher <i>Permanent, Full-Time, Non-Exempt</i>
Department:	Transit
Description of Duties & Responsibilities:	Responsible for receiving and scheduling transportation service requests, maintaining radio communications with drivers throughout the day, planning and arranging daily trip schedules, managing transit driver work hours. Duties include answering phone, utilizing specific computer software to schedule and dispatch vehicles and drivers. Operation of 2-way radio system to monitor activity and location of drivers and vehicles. Assign drivers and vehicles to fulfill the daily trip schedules. Receive fares and reconcile monies received by drivers to maintain money in a secure manner. Maintain petty cash and receipts for petty cash purchases. Receive mail in office. Maintain and update information pertinent to the Home Community Care Block Grant.
Education & Experience Requirements:	High School diploma or equivalent; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities, for the job. Experience in customer service with extensive telephone or personal contact with the public. Must have a working knowledge of the general layout, roadways, and landmarks of Jackson County. MS Word/Excel competency at the basic level. Strong computer and communication skills. Ability to multi-task and maintain composure in a high energy position. Excellent customer service skills, and maintain a professional, approachable, and cooperative relationship with clients, drivers, and co-workers. Valid NC Driver License required.
Starting Salary & Benefits Information:	\$25,340.22 (Grade 15) Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities
Application Requirements:	Submit a completed Application for Employment (PD107) to: Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779 NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779 The Application for Employment – State of North Carolina form PD107 - is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
Closing Date:	August 24, 2020

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*