

TRANSPORTATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for performing a variety of activities supporting programs. The work is performed under the supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects information regarding commuting patterns and potential alternative modes of transportation;
Enters data into the computer related to transportation programs;
Responds to telephone and in-person inquiries regarding general transportation questions such as schedule information, available/alternate routes, etc.;
Conducts surveys, organizes data and maintains records;
Prepares routine written reports;
Distributes informational materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office procedures and equipment; good knowledge of transportation issues in Rockland County*; ability to use computer software applicable to the clerical processing functions; ability to perform clerical duties (e.g. filing, processing paperwork); ability to prepare routine reports; ability to follow oral and written instructions; ability to establish and maintain cooperative relations with others, especially with the public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

NOTE: An Associate's degree or higher will be deemed fully qualifying.

*To be demonstrated during the probationary period.