

DATE: February 22, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Toni Roser, Director of Public Transportation
1 Danny Circle, Kingston, NY 12401

JOB VACANCY: Bus Dispatcher / Permanent/Provisional / Full-Time / Benefited

LOCATION: UC Area Transit

SALARY: \$23.86 / hour (Grade 10)

FILL DATE: March 14, 2024



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for dispatching, database maintenance and record keeping in the county rural transportation office. The work is carried out in accordance with established procedures and involves responsibility for routine dispatching and office clerical responsibilities utilizing electronic data processing equipment and software. Work is performed under the general supervision of a higher level employee with leeway allowed in the performance of work details. The incumbent may perform minor building and vehicle maintenance tasks as needed. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the geography of the county; ability to operate two way radio equipment; ability to get along well with others; ability to maintain records both manually and using electronic database software; ability to understand and carry out oral and written instructions; mental alertness; dependability; good diction; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; and one year of full-time experience involving the use of two way radio equipment and electronic database software; **OR**
- B. Two (2) years of full-time experience as described in A above.

Note: Part-time and verifiable volunteer experience are credible on a pro-rated basis.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.