

## JUNIOR TRANSPORTATION ASSISTANT - OPERATIONS

GENERAL STATEMENT OF DUTIES: Assists in the monitoring of transportation services, facilities and programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this position is assigned specific tasks to perform relating to the inspecting, monitoring and reviewing the performance, progress and effectiveness of all transportation services, facilities and programs under the jurisdiction of the department which includes bus and rail services and various highway programs. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Travels in the field to distribute work assignments to field checkers and picks up completed work;

Travels to field sites to insure that field checkers are doing their assignments;

Calculates the work hours of field checkers from completed time sheets;

Assists in the verification of bus stop lists;

Assists in the preparation of work schedules;

Performs light clerical work related to assembling training manuals and workbooks for field checkers;

Travels on County buses for the purpose of keeping count of passengers at various stops.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Candidates must be able to read, write and perform basic arithmetic; familiarity with the County transit system; ability to follow directions; good communication skills; resourcefulness; honesty; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no special requirements for this position.