

Transportation Data Assistant

Classified Position – 7906

<u>Salary</u> Category 3A	<u>Days</u> 260	<u>Reports to:</u> Director of Transportation
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SCOPE OF RESPONSIBILITIES

Process transportation route and operation data for input and retrieval; train transportation staff in the use of computer terminals

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

- Compile and input data; generate and retrieve reports from computer database
- Receive and process route and operations data
- Update route information and maintain accurate route records; remain current concerning routes and area assignments
- Assist in compiling statistical records
- Communicate with drivers concerning routes and route adjustments
- Maintain regular and predictable attendance
- Adhere to the professional code of ethics
- Successfully utilize technology as appropriate in job function
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Record-keeping techniques
- Operation of a computer terminal and data entry techniques
- Oral and written communication skills
- Health and safety regulations
- Methods and procedures of operating electronic computers and peripheral equipment

ABILITY TO:

- Understand and follow oral and written directions
- Work cooperatively with others
- Maintain routine records
- Operate a computer terminal

MINIMUM QUALIFICATIONS

1. Valid Kentucky driver's license
2. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
3. Experience in the area of specialty