

ORANGE COUNTY, TEXAS JOB POSTING

PLEASE NOTE: Recruiting is now taking place for the position indicated above. If you meet the requirements and are interested in applying for this position, please submit the ONLINE Application at [co.orange.tx.us](http://www.co.orange.tx.us).

http://www.co.orange.tx.us/Employment_Opportunitites/Employee%20Application.pdf

- ◆ **POSITION:** Transportation Part Time Dispatcher
- ◆ **DEPARTMENT:** Orange County Transportation
- ◆ **SALARY:** \$10.00 per hour
- ◆ **DESCRIPTION:** **This position requires answering phones, data input of client information into the computer, dispatch drivers over radio and maintaining records of Transportation department. Should possess initiative, effective communication and interpersonal skills, good organizational skills, sound judgement and good listening skills. Must be reliable and tolerant with a positive outlook; be a team-player, pay attention to detail. Perform other duties as assigned.**

◆ **REQUIREMENTS**

• **EDUCATION:**

- High School Diploma/GED required
 - Be able to read and comprehend instructions, short correspondence and memos.
 - Must be 18 years of age
 - Ability to perform physical labor.
 - Handle a variety of tasks without close supervision.
 - Ability to maintain records
 - Must be able to follow all safety rules, procedures and law.
- **OTHER: Must have basic computer skills & proper telephone etiquette. Must have ability to work without supervision. Must have ability to follow oral and written instructions. Must be willing to understand the meaning of the program as it pertains to the needs of the people served. Must be of good moral character. Must have the ability to deal courteously and effectively with both the public and with co-workers..**

ANY APPLICANT TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO TESTING TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO EMPLOYMENT.

“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, age, sex, national origin or disability.

ALL APPLICANTS AND QUESTIONS ARE TO BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT. .

POSITION POSTED