

JOB TITLE: Dispatcher/Office Technician (Range 20)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, to act as a dispatcher and perform a variety of clerical, secretarial, and receptionist duties within an operational unit and/or special program.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to type accurately at 45 words per minute.
- Knowledge of efficient office methods and procedures.
- Knowledge of business-level computers and software.
- Knowledge of transportation laws.
- Knowledge of proper English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of proper radio transmission.
- Ability to perform work with a high level of independence.
- Ability to read and interpret maps.
- Ability to deal with confidential matters such as evaluations, parent/child matters, and driver problems.
- Ability to perform arithmetical calculations and to apply them to routine fiscal posting and record keeping.
- Ability to understand and follow instructions, both oral and written.
- Ability to operate a variety of office equipment such as adding machines, calculators, duplicating equipment, dictating equipment, etc.
- Ability to establish and maintain effective work relationship with fellow employees, administrators, teachers, clients, and the general public.

- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.
- May require knowledge of specialized program or project, and the skills required to operate it.

This work consists of clerical and secretarial duties at various levels of complexity. This job is performed at a journey person level within a classification series.

ESSENTIAL DUTIES

- Receives the public and provides routine, factual information particularly in the area of transportation.
- Operates call director telephone, answering incoming calls and referring callers to appropriate department.
- Dispatches work to transportation staff following department procedures.
- Types a variety of materials including the more complex forms, reports, and offset and ditto masters.
- Types correspondence and documents from copy, rough draft, verbal instructions, transcribing equipment, and/or dictated notes.
- Types warrants, bills, and data.
- Maintains files, indexes, calendars, logs, mailing lists, etc., and establishes procedures and forms to maximize efficiency of these record keeping functions.
- Receives, distributes, and dispatches mail, both incoming and outgoing.
- Reviews and verifies columns of figures and names.
- Tabulates and verifies statistical information.
- Arranges materials for typing and reads proof.
- Enters information on cards, forms, and maps.
- Prepares summaries and reports.
- Collects, classifies and posts information.
- Maintains visible and loose-leaf files, manuals, and catalogs for various reference libraries.
- Maintains inventory logs.

- Orders, stores, and issues supplies.
- Maintains records and monitors expenditures of small petty cash accounts.
- Works closely with the transportation instructor.
- Maintains various CHP records and reports.

MARGINAL DUTIES

- Acts as information source regarding special programs, procedures, or operation unit's functions such as employment opportunities, vocational education programs, etc.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (2)

Pushing and/or Reaching Kneeling or

Pulling Loads (2) Overhead (3) Squatting (2)

Climbing Stairs (1) Climbing Ladders (1)