OPERATIONS ASSISTANT (SPANISH SPEAKING)

CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES

SALARY RANGE: $21.05 - $26.85/HOUR + BENEFITS

The Chautauqua County Department of Public Facilities, CHQ Transit division is seeking qualified applicants to fill one (1) full-time (40 hours/week) Operations Assistant (Spanish Speaking) in the Jamestown office. An Operations Assistant (Spanish Speaking) performs para-professional level work of an administrative nature in support of the operational section of a department or unit utilizing fluency in the Spanish language. Tasks are designed to facilitate operations by freeing higher level employees from routine administrative detail. This position differs from lower-level clerical titles by being a lead assistant in coordinating tasks of lower-level workers and/or performing complex operations independently involving office-wide operations. Work performed is under the general supervision of an administrator of higher rank with some leeway provided for the exercise of independent judgment. Supervision may be exercised over a small number of clerical assistants. Does related work as required.

Typical Work Activities:

- Performs general office duties, handling general correspondence and reports, filing;
- Prepares, copies, and distributes bulletins, notices and other announcements as required;
- Prepares requisitions for and maintains supplies for the office or department;
- Distributes mail and supplies to staff;
- Answers telephone, gives routine information to the public;
- Enters and retrieves computer database records;
- Provides translation services on behalf of staff and clients when requested.
- Coordinates the scheduling of passenger trips for county-wide public bus transportation system;
- Controls and directs the movement of bus drivers through radio dispatch;
- Assists in the handling of fleet vehicle breakdowns and accidents;
- Works with route drivers to solve problems arising from the day-to-day operation of their route;
- Works with other agency personnel to coordinate agency sponsored transportation and handles related problems;
- Performs client and route manifest computer file maintenance;

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination scheduled at a later date.

Chautauqua County offers a comprehensive benefits package which includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Personal Days
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- 13 Paid Holidays
- Vacation & Sick Time
- NYS Deferred Compensation
- Wellness Program

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma PLUS:

A. Two (2) years of clerical experience involving customer service; OR
B. Completion of an Associate's degree or two-year business college program in a secretarial science or business administration; OR
C. Completion of 60 semester credit hours with a concentration in business administration or secretarial science; OR
D. An equivalent combination of training and experience as defined by the limits of A, B & C above.

Note: The candidate's ability to perform bi-lingual communication in English and Spanish will be assessed by the appointing authority and/or a supervisor during the probationary period.