

**Job Title: Part-Time Administrative Assistant (Transportation)****Department:** Transportation

Hourly Pay: \$17.64

**Employment Type:** Part-Time | Non-Exempt**Position Summary**

The Greene County Transportation Department is seeking a reliable **Part-Time Administrative Assistant** to support daily transportation and dispatch operations. This position coordinates passenger scheduling, maintains records, and provides customer service to the public in a fast-paced, service-oriented environment.

**Key Responsibilities**

- Schedule daily transportation routes and coordinate recurring trips (medical, work, dialysis, etc.)
- Assign drivers and vehicles based on availability and service needs
- Adjust schedules for cancellations, delays, or emergencies and communicate updates to drivers
- Enter and maintain passenger, trip, and service data in scheduling software
- Answer phones, take ride requests, and assist passengers and caregivers
- Prepare basic reports on ridership, mileage, and service usage
- Maintain organized administrative and compliance records
- Address service issues and communicate policies professionally
- Other tasks as assigned by Director

**Minimum Qualifications**

- High school diploma or equivalent
- Strong organizational, multitasking, and communication skills
- Basic computer and data entry proficiency
- Ability to remain calm and effective under time pressure

**Preferred Qualifications**

- Experience in administrative support, dispatch, or public transportation
- Familiarity with scheduling/dispatch software (CTS, RouteMatch, TripSpark, or similar)
- Customer service experience in a public-facing or government setting

You may download the Greene County Application form at [GreeneCountyNC.Gov](http://GreeneCountyNC.Gov). Please email completed applications to [Josh.Jones@GreeneCountyNC.Gov](mailto:Josh.Jones@GreeneCountyNC.Gov)

Greene County is an Equal Opportunity Employer.