MONROE COUNTY

JOB DESCRIPTION

Position Title: TRANSPORTATION COORDINATOR/COUNSELORS ASST		**Date**: 03/24/99
Position Level: 6	**FLSA Status**: Nonexempt	**Class Code**: 6-8

GENERAL DESCRIPTION

Primary function is the day to day operation of the Veterans Affairs Transportation Program.

KEY RESPONSIBILITES

1. *Schedule clients and input transportation data into database.
2. *Prepare client pick-up list for van drivers and maintain van data.
3. Coordinate transportation program in middle and upper keys areas.
4. *Type and prepare claims for clients as required.
5. Screen clients, secure information and maintain client records and files.
6. Responsible for outgoing mail on a daily basis.
7. Types and prepares correspondence for counseling staff as needed.
8. Prepares monthly/yearly reports and submits them for signature.
9. *Acts as receptionist/counselors aide; answers telephones, screen clients, maintain client files, etc.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: COUNSELORS ASST	**Class Code**: 6-8	**Position Level**: 6

KEY JOB REQUIREMENTS	
Education:	Vocational or Technical School required.
Experience:	2 to 3 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the entire department.
Complexity:	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
Decision Making:	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
Communication with Others:	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
Managerial Skills:	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	None.

APPROVALS

Department Head:

Name: Charles L. Ingraham Signature: C. Ingraham Date: 1/23/06

Division Director:

Name: _____ Signature: _____ Date: _____

Deputy *County Administrator*:

Name: Deborah Frederick Signature: D. Frederick Date: 1/24/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____