

JACKSON COUNTY MASS TRANSIT DISTRICT

JOB DESCRIPTION

Position Title: Data Entry Specialist (1 position)

Department: Administration

Nature of Work: This is a part-time or data entry position (up to 30 hours per week). The specialist is responsible for accurately entering information specified by Financial Manager into the system(s) of Jackson County Mass Transit District. The individual will report to and be evaluated by the Financial Manager.

Minimum Acceptable Qualifications:

1. Proficient writing and communication skills
2. Possess strong organizational and time-management skills
3. Proficient in the use of MS Office
4. Be twenty-one years of age
5. Possess at time of hire, a valid driver's license.
6. Have no previous conviction for driving under the influence or alcohol, controlled substance or intoxication compound

Preferred Qualifications:

1. Bachelors' Degree
2. Have prior experience with data entry
3. Jackson County residency

Essential Duties:

1. Logging customer pre-ride or post-ride data in the Dispatch Software
2. Answer the phones in a friendly and professional manner
3. Greet customers and guests who enter the facilities
4. Substitute dispatch duties as needed
5. Perform light custodial duties
6. Other duties as assigned

Work Environment:

Work is performed mostly indoors and occasionally outdoors in all types of weather conditions

Physical Demands:

Work is sedentary to moderately active and generally involves sitting, walking, standing, lifting and occasional driving

ADA Compliance:

The JCMTD complies with the Americans with Disabilities Act.

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Safety-Sensitive Position:

This is a safety-sensitive position requiring strict adherence to all JCMTD drug and alcohol policies, FTA regulations and IDOT requirements including background checks and pre-hire and random drug/alcohol testing.

Emergencies and Natural Disasters

In the event of an emergency or natural disaster, local authorities may request JCMTD assistance in transporting victims and/or evacuees. All JCMTD employees are subject to call-in at such times and must provide contact information sufficient to permit emergency call-in. This contact information will be shared with local emergency management agencies.

Base Rate: \$10.00/hour

Please fill out an application and submit it in person or email it to jcmtdfinance@gmail.com. Also, include an updated resume with your application. Applications may be picked up at 602 E College St, Carbondale IL, 62901 or downloaded and printed from our website www.jcmtd.com.

Jackson County Mass Transit District is an Equal Opportunity Employer.