

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Dispatcher/Route Specialist I & II

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: Days & hours per day determined by specific assignment requirements

JOB GOAL: Under general supervision operates a radio, telephone and routing system to dispatch and monitor the movement of personnel, students and vehicles. Perform a wide variety of office/clerical duties in support of an assigned function.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Uses computers, types, and proofreads a variety of documents and forms, from rough drafts and/or composes as directed.
2. Receives and transmits information by radio or telephone.
3. Monitors and records movement and location of personnel, students and vehicles.
4. Processes, sorts, checks for accuracy and files applications, purchase orders, payroll, student/personnel/financial records, requisitions, legal documents, etc.
5. Responds to telephone calls from the public and determines necessary action.
6. Maintains log of activity and proper completion of paperwork.
7. Researches and compiles information and data for statistical and or financial reports; checks and tabulates statistical data.
8. Maintains and updates computer database to compile, store and retrieve information.
9. Files letters, memos, bulletins, reports and other documents or paperwork.
10. Receives, sorts and distributes incoming and outgoing correspondence.
11. Operates a variety of office equipment.
12. Responds to employee/public inquiries to provide or request information within the assigned areas.
13. Screens and routes incoming and outgoing telephone calls and mail for appropriate action.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of computer operations and the ability to learn software applications.
2. Knowledge of two-way radio, telephone and other office equipment operations.
3. Knowledge of office standard practices and procedures.
4. Knowledge of basic record keeping and accounting procedures.
5. Ability to learn school district operations in relation to assigned areas.
6. Ability to maintain confidentiality of information.
7. Ability to read maps and printout.
8. Ability to interpret and explain written and oral instructions, practices and procedures.
9. Ability to interpret and apply general district policies and regulations.
10. Ability to keyboard quickly and accurately.
11. Ability to communicate clearly and concisely, both orally and in writing.
12. Ability to talk via two-way radio in a clear and understandable manner.
13. Ability to work under pressure and meet predetermined deadlines.
14. Ability to multi task in an office environment.
15. Ability to plan and organize work assignments and determine priorities.
16. Ability to write clearly, legibly and quickly.
17. Ability to retain and recall details.
18. Ability to work flexible hours or shifts.
19. Ability to work cooperatively with employees, students, parents and the public.
20. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.

21. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
22. Recognizes and reports hazards, and conforms to safety standards as prescribed.
23. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
24. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. One (1) year of record keeping experience
3. Two (2) years of clerical/office experience
4. Verified keyboarding/typing score of 40 words net per minute

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/medium-exert force to 50 lbs. occasionally; 10-25 lbs. frequently; up to 10 lbs. constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical office, classroom, shop, yard setting and use standard office and two-way radio equipment. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).


Working Conditions: Desk, computers, office supplies, two-way radio and other equipment as necessary to carry out the functions of position description.

Equal Opportunity Employer

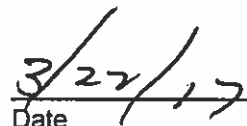
Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 

 Superintendent



 Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____