

**Straits Regional Ride**  
**CHEBOYGAN COUNTY**  
**Job Announcement**  
**OPEN TO THE PUBLIC**

**POSITION:** Full Time Dispatcher

**MINIMUM QUALIFICATIONS:**

High School diploma

Pass a Physical/Drug screen/Background check and ongoing Drug & Alcohol Testing Pool

Meet occasional lifting requirements of 30 lbs.

Valid Michigan Driver's License

Effective Computer Skills in Data Entry, Excel Spreadsheets, Mapping Programs, GL and MR Preferred

Knowledge of Geographical Area for Emmet and Cheboygan Counties a Must for this position

Previous Office experience with Multi line Phone Systems helpful, Prefer dispatch experience however will train

Dependability a must

Pay: Per approved County budget guidelines

**ESSENTIAL RESPONSIBILITIES:**

Ability to answer multi line Phone system while looking up addresses on the Computer, dispatching drivers and manually recording customer requests accurately on dispatch logs.

Polite, courteous and helpful to customers at all times while answering many phone calls on several phone lines.

Able to use Google maps and Street Atlas, GPS or similar tools when needed to assist customers identify locations.

Assertive when needed

Additionally there will be general office functions including but not limited to, Data Entry, Spreadsheets, Run Sheets, Time Sheets, Cash Receipting, Customer Billing and Maintaining Spreadsheets.

Confidentiality of protected rider information

Extremely busy and at times stressful

**WORK AREAS:**

Inside office setting

May require bus riding to understand certain areas

**REPORTS TO:**

Director/ Operations Manager

**WORK SCHEDULE:**

Available 6 a.m. to 6 p.m. although work shifts are generally

6:00 a.m. to 3:00 p.m. or 9:00 a.m. to 5:00 – 6:00 p.m. Monday thru Friday

However if special circumstances require Saturday work we will perform it.

**DEADLINE:**

*Open until filled. No Phone Calls*

*Apply in person at Straits Regional Ride, Cheboygan County Airport, 1520 Levering Rd, Cheboygan, MI.*

*Straits Regional Ride and Cheboygan County are EOE Employers*