



**Transit Operations Assistant**  
**Dutchess County Department of Public Works – Public Transit**  
**2024 Salary: \$43,408**

This position is responsible for the performance of operations of the Public Transit Division of the Department of Public Works. This incumbent will be part of the day-to-day operations of the Public Transit Division including but not limited to answering phones, data entry, and scheduling. As job familiarity increases, the employee will have leeway for completing work assignments independently under the prescribed procedures. The position requires the performance of various clerical functions and oversees and utilizes various computer-based operations systems. Due to the nature of the work, in accordance with FTA Regulations this position is considered safety sensitive and therefore covered by DOT drug and alcohol testing requirements. This position does not supervise other employees but may direct the work of aides, interns, temporary employees, and other lower-level employees. Days and shifts will vary, and incumbent must be able to work a flexible schedule including days, evenings and weekends.

**To view a complete list of job duties, click [here](#).**

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER: (A) Completion of two years college credits (60 standard credit hours);

OR: (B) Two years of paid full-time general office work experience which involved public contact and keyboarding;

OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

- Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.
- Candidate may be required to possess a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain position.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs)

Recruitment will be posted until 3/16/26.

An EEO/AA Employer