



Coshocton Public Transit
401 Main Street | Coshocton, OH 43812
740.622.7139 • Fax: 740.623.2591
transportation@coshoctoncounty.net

Job Opportunity

Position: Dispatcher

Status: Part-time

Salary: \$15.00/hour, 42 hours bi-weekly

Days/Hours: Monday, Tuesday, Wednesday from 8:00am-3:00pm

Benefits: Paid sick leave, paid vacation time after six months

Job Responsibilities:

- Answer phones, direct calls and take reservation requests
- Complete daily schedules efficiently and in a timely manner
- Consistently manage and adjust daily schedules
- Manage client information and profiles
- Communication with drivers as required
- Assist the scheduler as needed
- Assist in daily operations of agency
- Assist in promotion and representation of agency
- Support functions of all staff, as needed
- Transport clients utilizing agency vehicles, as needed
- Any other functions that may be necessary in meeting the requirements of CPT, partnering agencies and/or other funding sources

Job Qualifications:

- 18 years of age or older
- Valid driver's license
- High school diploma or GED
- No criminal background history
- Excellent organization skills
- Exceptional multitasking skills
- Approach duties with specific attention to detail
- Computer skills including Word and Excel
- Ability to be a self-starter and work independently
- Superior time management skills
- The ability to remain focused and calm in tense situations
- The ability to meet deadlines
- Complete all required Training and Certifications as required and provided by CPT

Please drop off resumes or send them to: CPT: 401 Main Street, Coshocton, OH 43812. You may also e-mail them to valerieshaw@coshoctoncounty.net . Resumes sent via facebook will NOT be accepted! Please call 740-622-7139 with any questions.

Position open: September 9, 2025 until filled.

YOUR JOURNEY. OUR MISSION.