

GEARY COUNTY JOB DESCRIPTION

Job Title: Transportation Officer - On Call

FLSA: Non-Exempt

Salary Range: \$17.00/hr

Reports To: Unit Supervisor

Department: Community Corrections

Date: May 2025

JOB SUMMARY

Juvenile Intake and Assessment is on call to Law Enforcement 7 days a week 24 hours a day. This position is on an evening and weekend rotation and pays an hourly wage if called out plus a stipend for being on call.

The job duties of the Transportation Officer include but are not limited to provide transportation of children in need of care to appropriate placement, foster care, or emergency shelters. Transport adult offenders assigned to the 8th Judicial District Community Corrections to programs and placements including inpatient treatment or attendant care. Transportation Officers provide responsive, courteous, and efficient service to County residents and the general public

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Transportation Officer might be asked to perform. This job description is to incorporate any County Resolutions for the position of Transportation Officer. This position description is not designed to list all tasks and responsibilities of this position. Geary County reserves the right to revise or change job duties as the need may arise. This position description does not constitute a written or implied contract of employment.

Operational Functions:

- Ability to be available for transports as needed
- Ability to sit for long periods of time.
- Ability to follow driving directions and provide safe transportation.
- Ability to complete agency required transport logs and appropriate paperwork.
- Ability to purchase (for reimbursement) approved meals for clients during transport.
- Ability to communicate with people of varying backgrounds and ages.
- Perform related work as required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED equivalent.
- 21 years of age or older.
- A valid Kansas driver's license required.
- Must pass criminal background check, including Child Abuse and Neglect Central Registry check, Adult Abuse check and motor vehicle license screen.
- Complete an alcohol/drug screen.
- Must reside within a 30 mile radius of worksite within 90 days of employment.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, safety manuals; and warning labels.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate a motor vehicle.
- Ability to use GPS and GIS data or street maps relating to roads, etc.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management.
- Ability to communicate in both written and verbal form.
- Ability to communicate and convey information regarding policies and processes to others in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Must be able to work outdoors in all types of weather when required.
- Works in a community and law enforcement setting.
- Nature of the work may place employee in varying levels of stressful situations.
- Possible physical danger exists occasionally as employee works with youth and their family in crisis situations.
- Must be able to work a flexible assigned shift.

APPROVALS:

_____ Date _____ Date
 Department Head Human Resources Director

I have reviewed the Job Description for the position of Transportation Officer as well as the list of expectations for 8th Judicial District Community Corrections employees. I understand the position requirements described and agree to uphold the requirements to the best of my ability. Any questions I may have in relation to the work required of the position shall be brought to the attention of my supervisor.

_____ Date
 Employee Signature