

THE TOWN OF MIAMI IS ACCEPTING APPLICATIONS FOR THE FOLLOWING EMPLOYMENT POSITIONS:

Transit Dispatcher/Backup Driver: \$14.25 per hr. Applicants must be 18 years of age, possess a valid AZ Driver's License, a high school diploma or GED and must be a US citizen. Applicant must also have no felony convictions. This is a FT position. Duties include but are not limited to: a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information: keeping official records; and assisting in the administration of the standard operating policies and procedures of the transit program and dial-a-ride program. Filling in as a backup driver as needed. Required skills: good communication skills – written & oral, good organization skills, computer proficient and must have general office skills.

Applications available at Miami Town Hall: 500 W. Sullivan Street, Miami, AZ or <https://miamiaz.gov/town-clerk/employment-opportunities/>.

For more information please contact Karen Norris at 928-473-4403. Position will be open until filled. E.O.E.