

MATP Clerk/Data Collection

COORDINATED TRANSPORTATION of Lackawanna County has an opening for a **MATP Clerk/Data Collection** located at the COLTS BUILDING, 800 North South Road, Scranton, PA.

KEY RESPONSIBILITIES

- Tabulate and breakdown daily schedules
- Client vehicle reimbursement
- COLT ticket compilation
- Collect data and prepare monthly and quarterly reports
- Telephone and management assistance as assigned

KEY QUALIFICATIONS

- Advanced organizational and strong communication skills. Must be able to work in a fast paced environment
- Computer literacy
- EXCEL and ACCESS program skills
- Associate's or Bachelor's degree preferred
- Minimum two (2) years recent clerical/administrative experience required

Interested candidates may submit a resume/application no later than January 26th, 2010 through the following address:

Human Resources Analyst
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503,
petersens@lackawannacounty.org.

EOE