

SECRETARY, TRANSPORTATION

REPORTS TO: Supervisor of Transportation

QUALIFICATIONS:

1. High school diploma or GED
2. Proficient keyboarding and file maintenance skills
3. Knowledge of correct English usage, grammar, spelling, and punctuation
4. Basic math skills
5. Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
6. Three years secretarial experience, preferably in public education environment

PRIMARY PURPOSE:

Assist with daily operation of transportation office and provide clerical services to the transportation supervisor.

TERMS OF EMPLOYMENT: non-contractual (At-Will), Clerical/Paraprofessional
226 days, estimated 8 hours daily, **Wage/Hour Status: Nonexempt**

MAJOR RESPONSIBILITIES AND DUTIES

1. Prepare correspondence, memorandums, forms, requisitions, and reports for transportation office using personal computer.
2. Receive and process work orders.
3. Compile pertinent data to prepare various required state and local reports.
4. Maintain physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.
5. Keep up-to-date files for all department employees.
6. Maintain appropriate student records as needed.
7. Answer incoming calls, take messages, and route them to appropriate staff.
8. Answer incoming calls and handle questions and requests that fall within level of responsibility.
9. Assist with preparation of purchase orders and payment authorizations.
10. Compile and report time records or prepare payroll on employees.
11. Calculate trip tickets for payment to route drivers and extracurricular drivers and bill appropriate department or campus.
12. Input all supply and equipment purchase information in computer.
13. Input student and staff information in computer.
14. Order office supplies for department.
15. Welcome all visitors and handle their requests or refer them to appropriate personnel.
16. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
17. Maintain a schedule of appointments and make arrangements for conferences and interviews.
18. Other duties as assigned.

EQUIPMENT USED: Personal computer, printer, copier, and calculator.

WORKING CONDITIONS: Mental Demands/Physical Demands/Environmental Factors: Repetitive hand motions; prolonged use of computer.

Employee Signature

Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.