

Job Title: Secretary, Transportation **Wage/Hour Status:** Nonexempt
Reports to: Assistant Director of Transportation **Pay Grade:** C: 6 - **Duty Days:** 226
Dept./School: Transportation **Date Revised:** March, 2018

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Ability to read and understand instructions in English

Proficient keyboarding, word processing and file maintenance skills

Effective communication and interpersonal skills

Basic math skills and calculator operation

Ability to use personal computer and software to develop spreadsheets, databases and documents

Ability to use computer, radio, copier, scanner, fax machine and multifunction telephone system

Bilingual Preferred

Experience:

Two years secretarial experience in the public education environment preferred

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

Records, Reports, and Correspondence

1. Prepare correspondence, forms and reports for assigned administrators.
2. Receive, sort and distribute mail to department staff
3. Maintain physical and computerized departmental files.
4. Compile pertinent data as needed when preparing various state and local reports.

Accounting

5. Monitor and process personnel time records for hourly employees including overtime, leave requests, extra duty time, and comp time; compile information.
6. Process leave requests and school business assignments for administrators; enter information into district absence management system.
7. Assist with the preparation of purchase orders and payment authorization.

Other

8. Maintain schedule of appointments and make travel arrangements for appropriate staff.
9. Answer incoming calls, take reliable messages and route to appropriate staff.

- 10. Order, receive and stock office supplies for department.
- 11. Assist with monthly safety trainings.
- 12. Assist with driver absenteeism reporting, ~~substitute notification and filling of absences.~~
- 13. Maintain confidentiality of information.
- 14. Perform other duties as assigned.
- 15. Maintain a positive, customer service focused approach when dealing with the public, campus or other departmental staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions and maintain emotional control under stress. Extended periods of work seated at a desk, repetitive hand motions and prolonged use of computer. Occasional exposure to heat and cold.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

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

Approved by _____ Date _____

Reviewed by _____ Date _____