



JOB DESCRIPTION
Secretary to the Transportation Coordinator

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The Secretary to the Transportation Coordinator, under the direct supervision of the Coordinator, ensures the efficient operation of the Transportation Administration Office, provides clerical services for the Transportation administrative staff, and ensures the efficient maintenance of the Transportation department's finance, cash, and budget accounts.

EDUCATIONAL / CERTIFICATION / EXPERIENCE:

- High school diploma or GED
- One to three years secretarial experience, preferable in a public education environment or equivalent

ADDITIONAL REQUIREMENTS:

- Must have a Commercial Driver's License
- Must have a current Texas School Bus Driver Certification, and/or be enrolled in the next available course offered by Region 20 Service Center

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient keyboarding skills to include proficiency in Word, Windows, and Excel
- Effective organization, communication, and interpersonal skills
- Ability to follow oral and written instructions
- Knowledge of basic accounting principles
- Ability to meet established deadlines
- Ability to operate a school bus
- Proficient in the English language (written and verbal skills)
- Proofreading skills

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Supervises and coordinates the preparation of accurate correspondence and related papers.
3. Receives all visitors to the coordinator's office.
4. Arranges and coordinates appointments and telephone conferences for the coordinator.
5. Makes routine decisions in accordance with established priorities and policies of financial accounting and completes related paperwork.
6. Maintains the general office files.
7. Maintains current employee files.
8. Types and reproduces the Transportation handbooks.
9. Prepares staff Absence from Duty Reports and all reports required by the Transportation coordinator.
10. Verifies time sheets for all support and auxiliary personnel.
11. Prepares clearance papers for all exiting employees.
12. Operates the office computer and instructs and assists staff in the operation of technical business machines.
13. Distributes correspondence to staff members.
14. Learns the duties and responsibilities of all staff members and fills in during their absence.
15. Orders, distributes, and maintains a record of issues and receipts of supplies to all personnel.
16. Handles incoming calls and relieves receptionist at front desk.

17. May be required to drive a school bus safely, following all applicable laws and district administrative policies and regulations governing the transportation of students.
18. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written); interpret policies, procedures, and data; understand verbal and written instructions; reason, read, coordinate, instruct; and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (over 15 pounds), sit, stand, climb stairs and/or ramps, push, pull, hear, speak, maintain visual acuity, distinguish colors, perform repetitive hand motions, work with frequent interruptions, prolonged use of the computer, and drive a school bus when required.

SUPERVISORY RESPONSIBILITIES:

Monitors the work of the clerical aides and office employees

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 12, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.