



JOB DESCRIPTION
Transportation Clerk

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The Transportation Clerk under the general supervision of the Transportation Coordinator and the direct supervision of the Transportation Supervisor, keeps accurate leave records on personnel, maintains time cards on drivers and monitors, and provides clerical assistance for the Department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE:

- High school diploma or GED
- One to two years of clerical experience preferred

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of general office procedures
- Proficient Data Entry Skills
- Knowledge of basic math
- Must be able to operate a word processor, data base files and spread sheets
- Effective organization, communication and interpersonal skills
- Ability to meet established deadlines
- Ability to follow oral and written instructions
- Ability to operate a school bus
- Possess current Texas School Bus Driver Certification, and/or be enrolled in the next available course offered by Region 20 Service Center

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Responsible for the data entry records on the Automated Time Entry System.
3. Responsible for preparing, recording and filing of time records, absence from duty, and leave information for Transportation employees as required.
4. Prepares, records, and submits overtime and drive time reports for the mechanics.
5. Prepares and distributes service records for prior employees as needed.
6. Responsible for the distribution of employee payroll checks.
7. Responsible for creating and maintaining employees pictures and ID cards.
8. Trains new employees to use Automated Time Entry System Clock with new ID Card.
9. Serves as the back up receptionist to answer telephone calls and takes messages.
10. Assists secretary with forms for Personnel, Payroll, Human Resources, and Purchasing Departments (Purchase Orders).
11. Assists in insurance claims, FMLA, and Workman's Compensation to District Office.
12. Assists with driver's hours for field trips.
13. Assists as a monitor on school bus as needed.
14. Back up driver for a school bus with students on board as needed.
15. Serves as secretary as needed.
16. Serves as dispatcher as needed.
17. 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 concentrate, communicate, interpret procedures and data, understand verbal instructions, analyze, differentiate, read, compile, and compute.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight daily (under 15 pounds), sit, perform repetitive hand motions, hear, speak, and maintain visual acuity.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment, calculator

Paraprofessional Pay Grade: 5

Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.

Days: 226 days

Wage/Hour Status: Nonexempt

Updated: September 29, 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.