JOB DESCRIPTION
Data Management Processing Clerk - Transportation

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The Data Management Processing Clerk under the direct supervision of the Director of Transportation, enters and maintains statistical data on the District's vehicles in the Fuel and Vehicle Maintenance Management Software System and maintains vehicle parts and supply inventory.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High school diploma or GED

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE / SKILLS / ABILITIES:

- Effective organization, communication, and interpersonal skills
- Proficient keyboarding skills to include Word and Excel
- Ability to follow oral and written instructions
- Ability to operate basic office equipment

DUTIES AND RESPONSIBILITIES:

1. Operates the automated fueling system.
2. Programs and assigns vehicle fueling keys to District vehicles.
3. Maintains the Vehicle Maintenance Management Software System.
4. Programs and assigns vehicle fueling keys, and assigns fueling codes to personnel.
5. Operates the Automated Fueling System.
6. Programs and assigns vehicle fueling keys to District vehicles.
7. Enters Monthly Fuel consumption reports.
8. Generates Monthly Fuel Consumption reports.
9. Enters and maintains data on all repairs to District vehicles.
10. Maintains all vehicle records, titles, certificates, insurance cards, odometer disclosure statements, and certificates of origin.
11. Processes vehicle recall documentation.
12. Generates reports and notifies District departments of scheduled maintenance.
13. Generates Monthly Shop Activity report(s).
14. Coordinates repairs and maintenance of District vehicle radios.
15. Maintains material safety data sheet log.
16. Maintains parts and supply inventory at Main Shop.
17. May be required to drive a school bus as needed.
18. Serves as Office Receptionist as needed.
19. Performs other duties as assigned.
20. 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, reason, understand verbal instructions, read, coordinate, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, stand, climb stairs and/or ramps, push, pull, hear, speak, maintain visual acuity, distinguish colors.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 5
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.