



JOB DESCRIPTION
Receptionist - Transportation

JOB DESCRIPTION:

The receptionist, under the supervision of the Transportation Supervisor, is responsible for providing reception and clerical assistance for the efficient operation of the Transportation department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE:

- High school diploma or GED

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 or written instructions
- Ability to operate a multi-line phone system
- Ability to operate a school bus

DUTIES AND RESPONSIBILITIES:

1. Receives and directs incoming calls, takes reliable messages, and routes to appropriate staff.
2. Greets and directs visitors to Transportation offices.
3. Assists the public and staff as needed.
4. Maintains visitor log and issues visitor passes.
5. Receives, sorts, and distributes mail, messages, documents, and deliveries.
6. Is responsible for the preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
7. Maintains computerized files using personal computer to include reports, employee rosters, and mailing lists.
8. May be required to drive a school bus safely, following all applicable laws and district administrative policies and regulations governing the transportation of students.
9. 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 (over 45 pounds), sit, stand, climb stairs and/or ramps, push, pull hear, speak maintain visual acuity, distinguished colors, and drive a school bus when required.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 3

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.