



JOB DESCRIPTION

Field Trip Processing Clerk – Transportation Department

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The Field Trip Processing Clerk, under the direct supervision of the Transportation Coordinator, is responsible for scheduling field trips and assigning drivers and/or monitors for such trips, and additionally is responsible for maintaining logistical information regarding field trips, calculating and submitting bills to the appropriate schools/departments.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two years of Transportation experience
- Knowledge of Transfinder Routing System preferred

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 written and verbal instructions
- Ability to operate basic office equipment

DUTIES AND RESPONSIBILITIES:

1. Schedules field trips per Transfinder Field Trip System or applicable Field Trip Request form as requested by District personnel.
2. Places field trips for bid and notifies driver and/or monitor of assignment.
3. Maintains logistical information regarding field trips.
4. Computes actual field trip costs and inputs all data in Transfinder Filed Trip System.
5. Processes billing for all field trips.
6. Relays routine as well as emergency information to buses on field trips.
7. Generates Field Trip Listing, Monthly Billing Report, and Driver Summary Report.
8. Assists personnel in regards to field trip policies, procedures and/or operations.
9. Serves as a driver or monitor in emergency situations.
10. Assists with routine office telephone communications and procedures.
11. Communicates effectively with diverse groups of individuals in a professional manner.
12. Required to drive a school bus as needed.
13. Serves as Office Receptionist as needed.
14. Performs other duties as assigned.
15. 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 computer skills

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.