

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE:** Transportation Department Clerk

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform a variety of operational support functions for the District's Transportation department.

**SUPERVISOR:** Transportation Supervisor

### **TYPICAL DUTIES**

1. Performs varied clerical duties to assist in responsive department services.
2. Produces and maintains department calendars.
3. Produces correspondence, policies, memos, forms, and other documents from dictation notes, rough drafts, or verbal instructions as directed by supervisor.
4. Enters information and maintains District and/or Department systems as needed.
5. Assists in preparing daily, weekly, and monthly department schedules.
6. Prepares information needed for reports, data, and records for supervisor to submit to appropriate agency or governmental office as required.
7. Establishes and maintains a variety of records, logs, and filing systems pertaining to department area(s) of responsibility.
8. Assist with dispatching of bus operators, radio contact with buses and contacting parents.
9. Confer with administrative personnel, drivers, site personnel, and the public on transportation services and problems.
10. Attends meetings, workshops, and other functions as required.
11. Performs other duties similar in scope and function.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Modern office methods, techniques, and procedures including filing systems, business correspondence writing and telephone techniques;
- Mathematical skills to prepare a variety of reports.
- A variety of computer software programs including word processing, excel database, and the transportation management system.
- Proper English usage, grammar, punctuation, vocabulary, and spelling.

**Ability to:**

- Plan, organize, and participate in the operational activities of assigned responsibilities.
- Operate a variety of standard office machines and equipment including computer, printer, calculator, and copier.
- Understand and carry out a variety of oral and written instructions independently.
- Analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Word process accurately at a rate required for successful job performance.
- Perform mathematical calculations accurately.
- Compose correspondence independently.
- Establish and maintain efficient information/retrievable systems and prepare reports as directed.
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.
- Communicate effectively in both oral and written forms.
- Maintain effective work relationships with those contacted while performing required duties.
- Ability to read printed materials

**EDUCATION, EXPERIENCE & REQUIREMENTS**

- High school diploma or equivalent.
- Prior job-related clerical experience.
- Pass District Clerk exam
- TB test clearance.
- Criminal Justice fingerprint clearance.

**MEDICAL CATEGORY**

1. Ability to lift 25 lbs. or carry an object weighing over 15 lbs.