

Secretary Assistant - Transportation

Purpose Statement

The job of Secretary Assistant - Transportation is done for the purpose/s of greeting visitors, responding to inquiries from drivers, the public, parents, etc. by providing requested information and/or referral to other parties; helping dispatch and answer phone calls; scheduling subs; scheduling field trip drivers and providing general clerical support.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Supervisor of Transportation

Essential Functions

- Answers multiline telephone system and transportation radio for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Diffuses hostile situations for the purpose of taking action and/or directing to appropriate personnel for resolution.
- Distributes a variety of items within the office (e.g. messages, application packets, time sheets, etc.) for the purpose of disseminating materials to appropriate parties.
- Greets a variety of parties (e.g. public, parents, drivers, vendors, etc.) for the purpose of responding to inquiries and/or providing directing to appropriate personnel.
- Maintains materials and information within reception area (e.g. notices, picture board, inservice materials, etc.) for the purpose of providing information to employees and visitors.
- Maintains a variety of files and records, both manual and electronic (e.g. student tickets on SIS, supplies, new students, etc.) for the purpose of ensuring accuracy of records, and complying with all federal/state/district regulations.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, data keying, filing, etc.) for the purpose of supporting staff within the transportation department.
- Schedules field trips for the purpose of ensuring that buses are available for school use.
- Schedules drivers, substitute drivers and/or technicians for the purpose of arranging coverage for bus routes and/or activity / field trips.
- Supports assigned supervisors and departmental staff for the purpose of providing assistance with clerical and administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in some varying atmospheric conditions.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Agility Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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