



EMPLOYEE NAME: _____

Revised: 1/86; 1/92; 3/93; 5/93; 11/94; 5/95; 9/96; 2/09; 10/12, 7/13; 6/18;2/22;11/23

JOB DESCRIPTION

POSITION TITLE: Clerk IV, Transportation Office Assistant	JOB CODE: 463C
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Transportation	WORKDAYS: Annual Administrative Employee
REPORTS TO: Senior, Executive Director of Transportation	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs clerical duties as assigned to support departmental needs.	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: 3 years clerical experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, figure aptitude, working knowledge of computer and related software including Microsoft Suite

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Demonstrates the ability to use discretion in matters that are of a sensitive nature and require confidentiality.
3.	Provides assistance to the public regarding School District boundaries, bus route information, and/or routes them to appropriate personnel for additional assistance.
4.	Assists with general office duties, including state and local reports, serves as support to receptionist as needed, in-house transportation record management and retention, prepares written as assigned
5.	Creates and publishes the Transportation Newsletter.
6.	Compiles and prepares weekly School Report for designate recipients, manages reservation for SUV fleet
7.	Collects, creates, and maintains District student transportation transfer data to include JBCD-9 transfers.
8.	Assists with Workers' Compensation forms; communicates with Risk Management.
9.	Assists with maintaining TEAMS database.
10.	Functions as a liaison for the events committee.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____