



EMPLOYEE NAME: \_\_\_\_\_

Revised: 6/18; 9/21;11/23:8/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Clerk V, Transportation Office Assistant	<b>JOB CODE:</b> 463B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technical Annual
<b>DEPARTMENT:</b> Transportation	<b>WORKDAYS:</b> Annual Administrative Employee
<b>REPORTS TO:</b> Director, Transportation	<b>PAY GRADE:</b> NC05
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides-clerical assistance to the Director, Transportation; performs high-level departmental administrative work; communicates verbally and in writing with the schools, transportation personnel, and the public regarding pupil transportation concerns with an emphasis on courtesy and resolution to create favorable impressions of the Transportation Department and Cobb County School District; maintains confidentiality; ability to work independently.	
<b>REVISED DATE(S):</b> 11/23; 8/24	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE (High School Equivalent) required
2.	Certification/License Required: none
3.	Experience: 3 years of responsible secretarial experience preferred. Pupil transportation experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; skilled using Microsoft Office software and Office 365; customer service, maintaining confidentiality and public relations.

*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.	Answers telephone and screens, refers, records, and follows through on messages; maintains office files and documents.
3.	Types correspondence, reports, and other materials; proofreads typed materials for correct grammar, spelling, punctuation, and word usage to avoid errors; utilizes technological resources to facilitate workload and enhance office operations.
4.	Maintains calendars and schedules appointments and meetings for the Director.
5.	Prepares and sends documents to the Employee Relations Office; also assists with Open Records requests.
6.	Assists in managing the random drug and alcohol screening program for the District under DOT regulations.
7.	Assists in the preparation of the Transportation Handbook and other procedural documents.
8.	Assists with processing EAFs and employee exits while utilizing various CCSD software and websites.
9.	Utilizes and maintains records in TEAMS.
10.	Promotes positive relationships with local school personnel, central office staff members, parents, and the public.
11.	Demonstrates ability to use discretion in matters that are sensitive in nature and require confidentiality.
12.	Assists with phone coverage for the Senior Executive Director’s office and front desk as needed.
13.	Performs other duties as assigned by the Director or Senior Executive Director, Transportation.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_