

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Clerk, Transportation	Job Code: 78093
Job Classification:	16 Administrative Support Workers	EEO Line: 51
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 10
Reports to:	Department Director	Salary Locator: Classified Schedule

SUMMARY:

To support the Administration performing clerical duties in providing accurate inventory of parts and supplies.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Possess a good knowledge of automotive parts and supplies and the purchasing of such items
- 3) Three (3) years' experience in a transportation information system of data processing
- 4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to receive and transfer telephone calls
- (4) Ability to communicate clearly and have good people skills
- (5) Ability to utilize technology; using computers and computer systems to enter data and process information
- (6) Knowledge of arithmetic and business mathematics
- (7) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model by dressing and grooming professionally, demonstrating the importance and relevance of responsibility and demonstrating pride in the position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, and representatives of resource agencies within the community.
- (3) Receive all parts ordered, maintain inventory
- (4) Maintain fuel volume; file Veedor root papers
- (5) Schedule bus services for next week
- (6) Maintain pre-trip sheets and record mileage for bus fleet
- (7) Maintain preventive maintenance service for bus fleet
- (8) Attend required staff meetings and serve, as appropriate, on staff committees.
- (9) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (10) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (11) Answer telephones, direct calls and take messages
- (12) Compile, copy, sort and file records of office activities
- (13) Operate office machines, such as copiers, scanners, facsimile machine and personal computer
- (14) Read and send e-mail daily
- (15) Communicate effectively in writing/e-mails as appropriate for the needs of the department

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: September 30, 2014