

**Central Valley School District
Job Description #821**

TITLE **Central Office Secretary – Transportation Office**

GENERAL SUMMARY

The Transportation Office Secretary performs a wide variety of tasks to assure the smooth, accurate and efficient operation of the Transportation office. S/he coordinates the overall secretarial functions for the Transportation office to best serve Central Valley School District students, staff and community. A primary responsibility is preparing payroll. Other duties include answering phones, referring calls to appropriate staff, fielding questions and complaints, preparing department correspondence, and supporting the dispatcher, assistant dispatcher, Transportation Training Supervisor and Transportation Supervisor.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Central Office Secretary – Transportation Office may perform all or a combination of the following:

1. Respond to the public and district departments in a cordial, courteous manner; answering the telephone and radio transmissions and relaying messages; scheduling appointments, etc.
2. Complete, accurately and neatly all correspondence and a variety of others materials such as letters, memos bulletins, requisitions, statistical data, maps; prepare reports and other vital information such as infractions and daily log sheets.
3. Preparation of monthly timesheets for Payroll.
4. Assist Transportation Training Supervisor with a variety of required documentation files.
5. Complete data entry of daily log sheets.
6. Prepare and help maintain all appropriate Transportation department files and records.
7. Assist in contacting substitute drivers and bus assistants as needed to cover routes and trips in the absence of the regular driver/aide.
8. Assist in providing bus information upon request to parents, staff, and students, and in keeping building officials informed of significant changes.
9. Assist in advising building officials of route changes, bus changes, late arrivals, departures, etc.
10. Respond to requests from any interested person with information concerning routes, stops, schedules, loads, rules and regulations, and other facts which may be appropriate.
11. Provide information and clarification to community inquiries and concerns regarding Transportation procedures and policies.
12. Assist in preparing pertinent information for the School Board as required.
13. Exhibit confidentiality, initiative, accuracy, creativity and enthusiasm in performing responsibilities of job.
14. Attend pertinent workshops and training sessions.
15. Perform other duties as required by the Supervisor of Transportation.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Transportation

MENTAL DEMANDS

Experiences frequent interruptions; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer. Exposure to high noise levels from two-way radios and phones.

QUALIFICATIONS

1. Possess a high school diploma or equivalent.
2. 2 years experience as a secretary in an office setting.
3. Demonstrated ability to handle confidential information.
4. Ability to maintain good telephone skills (pleasant tone and manner, take accurate messages, return calls in a timely manner).
5. Good organizational and time management skills.
6. Must pass District typing/keyboarding test.
7. Knowledge of payroll practices and procedures.
8. Ability to create and manipulate spreadsheets.
9. Ability to deal with changing priorities.
10. Ability to read and interpret maps.
11. Ability to create and maintain a filing system.
12. Demonstrated skills in attention to detail.
13. Excellent skills in oral and written communication.
14. Excellent public relations skills.
15. Effective skills in facilitating organization and prioritizing workload to meet deadlines.
16. Excellent filing skills.
17. Ability to work well independently under pressure.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 02/88
Revised 02/97
Revised 06/03
Revised 06/04
Revised 01/05
Revised 8/08