



<b>Job Title:</b>	Secretary to Transportation Director	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Transportation	<b>Pay Grade:</b>	Paraprofessional
<b>Dept. /School:</b>	Transportation	<b>Date Revised:</b>	10/06/2011

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**Primary Purpose:**

Provide an efficient operation of the administrative office and provide clerical service for the administrative staff.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient typing, keyboarding, and file maintenance skills

Some minimal accounting/bookkeeping

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Effective communication and interpersonal skills

**Experience:**

Three years secretarial experience, preferably in public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence:**

1. Prepare correspondence, memorandums, forms, requisitions, and reports for transportation office.
2. Receive and process work orders.
3. Compile pertinent data to prepare various required state and local reports.
4. Maintain physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.
5. Keep up-to-date files for all department employees.
6. Maintain appropriate student records as needed.

**Phones:**

7. Answer incoming calls, take messages, and route them to appropriate staff.
8. Answer incoming calls and handle questions and requests that fall within level of responsibility.

**Accounting:**

9. Assist with preparation of purchase orders and payment authorizations.
10. Maintain petty cash drawer and expenses.
11. Compile and report time records or prepare payroll on employees.
12. Calculate trip tickets for payment to route drivers and extracurricular drivers and bill appropriate department or campus.

**Data Entry:**

13. Input all supply and equipment purchase information in computer.
14. Input student and staff information in computer.

**Other:**

15. Order office supplies for department.
16. Contact person for DISA, (random drug test company).
17. Schedule random drug testing appointments upon notice and forward required information.
18. Maintain proper file for pre-employment and random drug testing for CDL licensed personnel.
19. Update and request driver's license checks through Department of Public Safety.
20. Welcome all visitors and handle their requests or refer them to appropriate personnel.
21. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
22. Maintain a schedule of appointments and make arrangements for conferences and interviews.
23. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Typewriter, computer, printer, copier, fax machine, two way radio, telephone, and calculator.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Concentration (i.e., detailed work). Communication (verbal, written). Interpretive skills (policy, procedures, data). Understanding verbal instructions. Repetitive hand motions; prolonged use of computer.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*