

TRANSPORTATION CLERK

JOB SUMMARY Under the direction of the Transportation Director or Transportation Operations Supervisor, perform complex, specialized, repetitive, fiscal clerical duties related to one or more of the following: attendance accounting, payroll hours, accounts payable, accounts receivable, and/or cash transactions and prepare and maintain financial and statistical records. Assist in planning and scheduling student transportation routes as necessary.

TYPICAL DUTIES Compute, prepare, and process documents used to issue warrants. Gather, assemble, tabulate, check, and file financial and statistical data. Sort and input necessary financial or statistical data into the computer and generate reports as requested. Review, verify, process, and distribute printed forms, lists, and documents. Develop, prepare, and maintain financial or statistical records, accounts, and files according to established guidelines. Assist in the planning and scheduling of student transportation routes and the assigning and reassigning of drivers and equipment. May operate a two-way radio and respond to calls on telephone and two-way radio. May operate a school bus to transport students when necessary. Perform clerical duties related to assigned work such as typing, duplicating, filing, answering phones, etc. may assist in, or be responsible for, calculating payroll deductions, leave balances, etc. assist in processing requisitions, purchase orders, and warrants. May sort and distribute department mail. Make bank deposits. Work closely with district accounting and payroll staff in reconciling account and/or payroll issues. Answer routine questions. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software. Perform other related duties as assigned.

JOB REQUIREMENTS Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, one year of financial or statistical record keeping experience and a minimum of five years of school bus driving or student transportation experience. Possession of the valid licenses and/or certificates listed in the "License Requirements" section.

Knowledge of: Principles and practices of accounting and financial record keeping, modern office methods and equipment, including data processing and microcomputer applications; basic math; interpersonal skills using tact, patience, and courtesy. Oral and written communication skills. Operation of a computer and assigned software. Telephone techniques and etiquette. Operation of business machines including a two-way radio. Routing from raw data bases and constructing bus schedules from complex time and policy parameters. Topography, addressing design, street and freeway layout of the city.

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- Ability to:** Work independently, applying initiative and judgment in resolving problems. Develop and maintain efficient, accurate financial record keeping systems. Assist in the planning and scheduling of student transportation routes and the assigning and reassigning of drivers and equipment. Deal effectively with others. Communicate clearly, both verbally and in writing. Meet established time lines. Operate a Type I or Type II school bus and other automotive equipment. Use a calculator and computer to prepare reports and summaries of data as requested.
- LICENSE** Must possess all of the following: 1] A valid California Class B-PS driver's license. 2] A valid medical certificate. 3] A valid first aid certificate (or pass the Highway Patrol First Aid Test). 4] a valid California Special Driver Certificate issued by the CHP.
- PHYSICAL ABILITY** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, walk, use hands and fingers to operate a computer keyboard; see to perform assigned duties; hearing and speaking to exchange information; bending at the waist, reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability.
- WORKING CONDITIONS** Office and outdoor environment. Constant interruptions. May be exposed to vehicle exhaust fumes, gases, and odors.