

JOB DESCRIPTION

JOB TITLE: Secretary I - Transportation & Maintenance

REPORTS TO: Transportation & Maintenance Supervisors

GENERAL DESCRIPTION OF POSITION:

The Transportation and Maintenance Secretary is responsible for the management and smooth operation of the transportation and maintenance office, requiring a high degree of organizational skills and the ability to respond in a positive manner to the public.

WORK YEAR: 186 days plus up to 30 days as assigned

WORK WEEK: 37.5 hours

SALARY: As per master agreement

SKILL REQUIREMENTS:

1. Excellent all-round secretarial skills.
2. Typing with speed and accuracy (minimum 60 wpm).
3. Proficiency in word processing, spreadsheet, and data base programs.
4. Use of computer workstations and compatible software utilized in the position.
5. Ability to work with speed and accuracy in demanding situations.
6. Clerical proficiency as demonstrated by clerical test at or above the 65th percentile.
7. Excellent organizational skills.
8. Basic bookkeeping aptitude.
9. Effective human relations skills, organizational skills, and job-specific skills.
10. Ability to exercise initiative and effectively work independently.
11. Ability to perform the responsibilities of the position.

EDUCATION REQUIREMENTS:

High School diploma, college preferred.

ESSENTIAL JOB FUNCTIONS:

1. Serve as confidential secretary to the transportation and maintenance supervisors.
2. Perform clerical functions as needed.
3. Register all new students for transportation services.
4. Maintain inventory and order all supplies and office equipment.
5. Sort and disperse mail.
6. Maintain department schedules and calendars.
7. Maintain field trip rotation records.
8. Process staff/building reports and evaluations.
9. Process attendance/payroll for the building staff.
10. Makes and receives phone calls, takes messages, routes calls.
11. Operate standard office equipment.

12. Greet visitors and schedule appointments.
13. Takes notes for correspondence.
14. Keep bus routes and maps current; assist in routes and stop assignments.

AUXILIARY DUTIES:

Perform other related duties as assigned.

OTHER SKILLS AND ABILITIES:

Physical demands: While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment: The noise level in the work environment is usually moderate to loud.