



MAINTENANCE, OPERATIONS AND TRANSPORTATION CLERK

Board Revision Date: 09/23/20

BRIEF DESCRIPTION OF POSITION

Under the supervision of designated Director or Supervisor, performs a variety of responsible clerical duties in support of Maintenance, Operations and Transportation (MOT) functions and activities; processes invoices and monitors expenditures; prepares and maintains a variety of records, files and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Processes departmental invoices; verifies accuracy and matches invoices against requisitions; audits, codes and prepares for payment in accordance with established procedures.
- b. Reviews ledger reports to monitor expenditures; classifies and records budget expenditures and reports balances in assigned accounts periodically.
- c. Answers telephones and refers callers to appropriate personnel; takes and relays messages and pages MOT staff as appropriate.
- d. Prepares and maintains records and files related to MOT requisitions and expenditures.
- e. Assists in compiling information and data for periodic and special reports as requested.
- f. Responds to questions and provides general assistance and information to MOT office visitors and callers.
- g. Operates paging equipment and standard office machines including typewriter, calculator, computer and copier.
- h. Processes and distributes departmental mail; sorts, seals and stamps using postage meter.
- i. Provides clerical assistance to the Business Department as requested.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Bookkeeping and budget maintenance.
- District personnel and payroll practices.
- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Postage and mailing requirements.
- Computation of sales tax.

Ability to:

- Provide clerical support for MOT functions and activities.
- Process invoices and monitor departmental budget expenditures.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow verbal and written directions.
- Communicate effectively both orally and in writing.
- Type at a net of 45 words per minute from clear copy.

Perform clerical duties such as filing, duplicating, typing and maintaining records. Establish and maintain cooperative and effective working relationships with others.
Operate MOT office equipment including typewriter, adding machine, copier, postage meter and paging equipment.
Meet schedules and timelines.
Use a computer efficiently.

WORK CONDITIONS

Warehouse environment; subject to working in a variety of temperatures because of weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

REQUIREMENTS

WORK YEAR: 12 Months

CREDENTIAL: N/A

EDUCATION: Any combination equivalent to: graduation from high school or GED.

EXPERIENCE: Two years of basic bookkeeping and/or clerical experience preferred

OTHER: Pass district clerical test, typing certificate of a net of 45 words per minute

LICENSE: Valid California driver's license.

SALARY: Range 18

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance