

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: TRANSPORTATION DATA CLERK III (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or authorized alien
2. High School Diploma
3. Ability to type at least 40 words per minute
4. Aptitude for general clerical duties
5. Five (5) years experience in which clerical transportation data work was the major duty. Additional training is required in the proficient use of school bus transportation computerized software.

REPORTS TO: Director of Transportation

JOB SUMMARY:

This is important and varied clerical entailing responsibility for the independent performance of duties which requires the exercise of judgment in making decisions in accordance with policies and practices of the department served and the laws or regulations controlling its operation. This responsibility may arise from the fact that the operations are of a type for which a routine cannot be established or because the application of established procedures requires the making of final and responsible decisions. Employees in this class frequently develop and refine their own routine and are required to carry their work to completion. This position is distinguished from other clerical positions by its specific assignment to experience working with student, school, and school bus transportation related software.

ESSENTIAL JOB FUNCTIONS:

1. Maintains computerized transportation records used to generate bus assignments, routing, and reporting.
2. Compiles, edits and types regular and special needs transportation reports concerning the operations of departmental records, outside sources, and compiles various breakdowns of data.
3. Answers telephone or acts as office receptionist, routes visitors and calls, secures and gives out information to the public in reference to departmental services.
4. Assist and notifies bus drivers concerning accidents, breakdowns, and emergencies.
5. Examines, checks and verifies complex statistical and other reports for completeness, propriety, adequacy and accuracy of computation: determines conformity to established requirements and follows-up discrepancies by personal contact or correspondence.
6. Provides various transportation reports and schedules to schools and other departments to assist in the dissemination of school bus assignment information.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs such other duties as may be assigned.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
5. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
6. Must be able to handle numerous duties:
 - A. Fine motor skills
 - 1) Typing
 - 2) Copying
 - 3) Adding Machine
 - 4) Computer
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: Twelve (12) months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation for Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

XXX-XX-

Social Security Number

Copy - Human Resources Department
(Rev. 08/02)

Copy - Supervisor

Copy - Employee