

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: TRANSPORTATION SOFTWARE CLERK II (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien
2. High School Diploma and post high school training in computers and word processing
3. Five (5) years of clerical experience involving transportation data work, computers, word processing, spreadsheets and secretarial duties. (Additional experience may be substituted for formal training)

REPORTS TO: Director of Transportation

JOB SUMMARY:

This position requires usage and proficiency of all necessary transportation software. In addition, the position will require the use of word processing and spreadsheet software. Primary work responsibilities include performing transportation data processing functions, particularly school bus transportation related requests or applications. An essential characteristic of the position is the requirement to answer questions that have a number of variations. 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 school bus transportation related software.

ESSENTIAL JOB FUNCTIONS:

1. Contacts school bus transportation provider about software related problems and works with the vendor to resolve these problems.
2. Works with staff, schools, parents, and school bus drivers to acquire information and provides instructions for operations to complete necessary requests.
3. Provides secretarial functions for Transportation data.
4. Provides various transportation reports and schedules to schools and other departments to assist in the dissemination of school bus assignment information.
5. Examines, checks and verifies complex statistical and other reports for completeness, propriety, adequacy and accuracy of computation: determines conformity to established requirements and personally follows-up the more complicated discrepancies.
6. Assist and notifies school bus drivers concerning accidents, breakdowns, and emergencies.
7. Maintains computerized transportation records used to generate school bus assignments, routing, and reporting.
8. Compiles, edits and types regular and special needs transportation reports concerning the operations of records, outside sources, and compiles various breakdowns of data.
9. Answers telephone, secures and gives out information to the public in reference to departmental services, policies or regulations.

ADDITIONAL DUTIES:

1. Performs such other duties as may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

1. Possesses physical skills and stamina to perform job responsibilities.
2. The employee is required to work in a sitting position while operating from the computer keyboard.
3. Must be able to use hand and finger activities, handle or feel objects, and use tools or controls.
4. The employee is occasionally required to stand, walk, stoop, or work from a bending position.
5. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manual computer runs, and filing and handling.
6. Must handle numerous duties with both hands and fingers.

TERMS OF EMPLOYMENT: Twelve 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: _____

Date: _____

(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

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

Copy - Supervisor

Copy- Employee