

ST TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Transportation Secretary (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 and take dictation at 80 words per minute
4. Three (3) years experience in which clerical work was a major duty, including at least one (1) year above the beginning level
5. Experience in business machines and/or computers beneficial

REPORTS TO: Director of Transportation

JOB SUMMARY:

This work involves the performance of complex and important clerical and stenographic operations, especially those pertaining to Transportation, and requires the exercise of judgement based upon knowledge gained through experience. Often occasions arise wherein final or responsible decisions must be made due to the type of operations for which a routine cannot be established or because of the application of established procedures. Any decisions made however, are in accordance with established precedents or departmental policies and with supervisory consent.

Work is performed in accordance with accepted standards and techniques for secretarial assignments and with strict confidentiality. Supervision is of a general nature and usually involves no technical instructions on methods to be used in achieving results, but consists mainly of only the desired results. Most work reaches these employees through the normal flow within the office, however, those in this class frequently develop and refine their own routine and are required to carry their general and specific assignments to completion.

ESSENTIAL JOB FUNCTIONS:

1. As secretary to departmental head or supervisor of a major department, composes and types correspondence, interoffice forms, memoranda, purchase orders, bus driver route for distribution to schools and similar papers. Processes payroll distribution for bus drivers and bus attendants, assists in bus driver manual and forms revision and other assignments as necessary.
2. Sorts and allocates all mail delivered to the office of the executive, processes correspondence which does not require the attention of the department head or supervisor unless this duty is assigned to someone else by the supervisor.
3. Maintains mailing list and personnel files for bus drivers, substitute bus drivers, bus attendants, substitute bus attendants and activity bus drivers and is responsible for mailing all necessary material required in their position. Assists employees with various departmental matters not requiring supervisors attention. Any decision involving judgements that are of a supervisory nature should be forwarded to the supervisor.
4. Compiles, edits, and types regular and special reports concerning the operations of the departmental records and various breakdowns of data, expense account records and other material as needed.
5. Organizes information for regular and special education bus routes, prepares and maintains maps and overall time scheduling. Informs insurance company of changeovers on rental and new buses. Assists department head/supervisor in radio communications for regular and special education bus emergencies.
6. Makes final appointments for supervisor, using judgement in making tentative appointments, calling back later to confirm the time arrangements after supervisor has approved schedule.
7. Organizes information for regularly scheduled in-service meetings, inspections, bus driver meetings or at the direction of the supervisor makes arrangements for special meetings or conferences, notifying the conferees by telephone or by letter of the date time and place of the meeting.
8. Receives applicants to the department; arranges for interviews where necessary; assists the general public and school personnel and handles routine departmental matters personally
9. Attends conferences and meetings to assist head of department or supervisor in departmental procedures as needed. Collates and distributes all materials as needed for such conferences and meetings

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. May supervise small clerical staff; assigns other duties as may be necessary.
2. Performs all 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 tolerate frequent periods of walking throughout the shift.
5. Must on occasions lift and carry boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must handle numerous duties with both hands and fingers:
 - A. Fine Motor Skills
 - B. Grasping
 - 1) Typing
 - 2) Copying
 - 3) Adding Machine
 - 4) Computer
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: 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 of 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: _____
Reviewed and
Agreed to by: _____
(Incumbent)

Date: _____
Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Copy- Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 08/97)