OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: TRANSPORTATION SECRETARY

SALARY LEVEL:	17	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Transportation
REPORTS TO:	Transportation Supervisor		
APPROVED BY:	Board of Trustees	DATE:	9/21/2022

SUMMARY: Under the supervision of the Transportation Supervisor, performs responsible and varied secretarial and clerical work; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *other related duties may be assigned*

- Compiles reports from a variety of sources, prepares correspondence, memoranda, purchase orders, requisitions, forms and various materials. Creates and modifies forms
- Answers the telephone, radio, greets visitors, and responds to inquiries based on knowledge of policies, procedures, laws and regulations.
- Orders and distributes supplies, keeps inventories of supplies, verifies deliveries
- Reviews documents for accuracy, completeness and conformance to established policies, procedures, laws and regulations
- Schedules meetings, conferences, travel and appointments
- Prepares and reviews records and reports of students, teachers or employees
- Has some involvement in disciplinary problems involving students, processes School Bus Incident Reports to Parents.
- Manages Application for Permission to Ride forms and student designated bus stop list
- Operates standard office machines such as printer, copier, fax and electronic printing calculator
- Calculates and balances weekly, monthly and yearly mileage reports; types and computes all billing.
- Runs Computer Routing Program –routing, updating, mapping, school boundaries, and student data.
- Types and checks for accuracy regular education bus routes.
- Keeps track of load counts for mandated cost claim.
- Completes annual mileage report for C.H.P.
- May act as a Courier driver to pick up students who have missed buses.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION AND / OR EXPERIENCE: High school diploma or general education degree (GED); three (3) years of related experience and / or training in general office work; or equivalent combination of education and experience. Knowledge of computers is essential.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, staff members, school and district administration and individually to parents.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES:
California Driver's License
First Aid Certificate is preferred.
Typing Certificate – 35 W.P.M. net.
Computer skills in Microsoft Office

OTHER SKILLS AND ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee frequently listens, hears, and talks.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing, the essential functions of this job. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and it may occasionally be heavy.