

**JOB DESCRIPTION  
MOORE PUBLIC SCHOOLS**

**5.40**

**JOB TITLE: SECRETARY/CLERK**

**QUALIFICATIONS:**

**Credentials:** Class "B" C.D.L. with passenger and school bus endorsements; SDE school bus driver certification

**Education:** High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

**Training or experience required:** 2-3 years of school system secretarial experience preferred. Minimum of 1 year with computer experience using word processing, databases and spreadsheets. Minimum of 1 year in bookkeeping processing accounts payable/receivable and purchase orders. Relate effectively with people in person and on telephone.

**SPECIAL SKILLS, KNOWLEDGE, ABILITIES:**

**Communication skills (oral, written or business):** Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English.

**Data recording/record keeping:** Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records.

**Mathematical skills:** Performs routine computation requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and or percentages.

**Reading and interpreting:** Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

**Business machines (i.e., computers, copiers, etc):** Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, plotters, computers and multi-line telephone consoles.

**Office filing and retrieving:** Responsible for establishing and/or maintaining an existing filing system.

**Spelling skills:** Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

**Typing skills:** Typing/word-processing at 40 wpm required.

Secretary/Clerk

(2 of 2)

**Site:** Transportation

**Reports to:** Transportation Director

**ESSENTIAL JOB FUNCTIONS (PERFORMANCE RESPONSIBILITIES):**

Serves as transportation receptionist and dispatcher: communicating with drivers and assistants. Answers telephone, controls radio.

Designs and develops route maps and driver directions annually.

Makes adjustments to stops and routing procedures

Confers with all substitute drivers, explain the routing map with any special instructions, including extra responsibilities such as shuttles or any extra functions required for route.

Generates reports for drivers, director, etc for routing passengers and information.

Assists with special transportation needs student information, developing routes, times and etc.

Works with elementary director to set up shuttles for AgEd, SEARCH, STA&TOK, MAST, and VISTA. Works directly with administration on the overflow of elementary students from home to receiving schools

Prepares annual state department bus routing reports to be file annually

Adjusts student passenger load on buses. Works with patrons and the public in general by answering, routing and attendance boundary questions

Assists with distributing activity transportation orders

Performs other duties as assigned by director of transportation

**TERMS OF EMPLOYMENT:** 220-251 days per year

**SALARY:** Category B

**EVALUATION:** Performance of this job will be evaluated in accordance with board policy.

Approved: 04-09-01