



TIMS/COST CLERK
Position Description

Title: TIMS/Cost Clerk
Location: Transportation Department
Terms of Employment: 12 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

The TIMS/Cost Clerk assists the Transportation Director in maintaining the currency and accuracy of the TIMS student database in addition to general clerical and data entry work.

Qualifications

- Must have High School Diploma or GED

Duties and Responsibilities

- Obtains and loads student data to facilitate the TIMS computer routing system
- Verifies accuracy of student addresses and assigns transportation addresses
- Generates plotted maps and bus run directions for each bus run
- Schedules substitute bus drivers and bus monitors
- Entering data for equipment repair and parts order records into the State Vehicle Fleet Management System
- Responsible for entering records of rebuild engines and parts and calculating cost
- Entering daily fuel use and odometer readings to maintain mileage records
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Knowledge of departmental organization and operational policies and procedures
- Strong organizational skills
- Strong problem solving skills
- Ability to follow instructions
- Ability to maintain accurate records
- Ability to adapt to changing work priorities

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