



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Transportation Secretary	Exemption Status:	Non-Exempt
Reports to:	Director of Transportation	Pay Grade:	04
Works with:	District Personnel	Days:	226
Dept. /School:	Transportation Department	Date Revised	03/04/2020

Primary Purpose:

Under moderate supervision organize and manage the routine work activities of the Transportation Department and provide clerical support to the Director of Transportation and other staff members.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Secretarial skills
- Knowledge of office procedures

Major Responsibilities and Duties:

1. Answer telephone and take messages.
2. Make telephone calls as directed by Transportation Director.
3. Types and files necessary papers and correspondence.
4. Receives requests for transportation needs.
5. Assists in completion of all forms and reports for transportation.
6. Keep accurate records for transportation.
7. Maintain records for mileage, gasoline, personnel time cards and absences.
8. Maintain new employee paperwork, bus maintenance cards, bus trip information, accumulated hours.
9. Contact proper personnel in emergencies.

10. Other duties as assigned by Director of Transportation.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date _____

Administrator Signature: Nate Carnan, Ed.D.

Date 3/5/2020