

ST. TAMMANY PARISH SCHOOL BOAD
Covington, Louisiana

JOB DESCRIPTION

TITLE: TRANSPORTATION DATA CLERK II (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.
- 4. Computer experience required.

REPORTS TO: Director of Transportation

JOB SUMMARY: This work involves the performance of complex and important school transportation clerical operations and requires the exercise of judgment based upon knowledge gained through experience. Such decisions made, however, are in accordance with established precedent or departmental policies.

ESSENTIAL JOB FUNCTIONS:

- 1. Computer operations, data entry, data updates, student assignments, maps, street addresses, school bus stops, runs, and routes.
- 2. Composes and types correspondence, requiring knowledge of departmental operations and regulations, which will be reviewed by a supervisor.
- 3. Performs computations and posts to statistical and other records requiring knowledge of complex regulations and follows up discrepancies by personal contact or correspondence.
- 4. Maintain general office files, simple account records, and a variety of other office records.
- 5. Answers telephone or act as office receptionist, routes visitors and calls, secures and gives out information to the public in reference to departmental services.
- 6. Assists and notifies school bus drivers concerning breakdowns, accidents, and emergencies.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs such other duties as assigned by appropriate authority.

PHYSICAL DEMANDS:

- 1. Possess 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 on occasion lift and carry file boxes, books, manuals, catalogues, files, records, etc.
- 5. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
- 6. Must be able to handle numerous duties:
 - 1) Fine motor skills
 - (1) Typing
 - (2) Copying
 - (3) Adding Machine
 - (4) Computer
 - (5) Filing
 - (6) Binding
 - (7) Filling out forms
 - 2) Grasping
 - (1) Manuals
 - (2) Boxes
 - (3) Journals

TERMS OF EMPLOYMENT: Twelve (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 for 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: _____

Date: _____

Reviewed and
Agreed to by: _____

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

White – Human Resources
(Rev. 01/07)

Yellow - Supervisor

Pink - Employee