

**Job Title:** SECRETARY, TRANSPORTATION  
**Reports to:** Director of Transportation  
**Dept./School:** Transportation  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** July 22, 2019

### **Primary Purpose**

Assist with daily operation of transportation office and provide clerical services to director of transportation.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient typing/word processing (minimum 35 WPM) and file maintenance skills

Knowledge of correct English usage, grammar, spelling, and punctuation

Basic math skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing.

### **Experience**

Three years secretarial experience, preferably in public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Records, Reports, and Correspondence**

1. Prepare correspondence, memorandums, forms, and reports for transportation office.
2. Receive, process, and document all work orders.
3. Compile pertinent data to prepare various required state and local reports.
4. Maintain physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.
5. Keep up-to-date files for all department employees.
6. Coordinate Drug Testing and or Physicals for all drivers weekly, monthly and annually as required to comply with local, and state laws.
7. Does monthly gas reports and upkeep gas information.
8. Prepare and assist with documentation to complete TEA reports for Transportation Director.
9. Coordinate all paperwork and bus services for the CTE Program.
10. Coordinate all in and out of town trips for our vans and buses.
11. Coordinate with Charter Bus Companies and sponsors, to get quotes and reserve buses for all out of town trips.
12. Coordinate with Mechanics to make sure all buses and department fleet is ready for all out of town trips.

**Phones**

- 13. Answer incoming calls, take messages, and route them to appropriate staff; handle questions and requests that fall within level of responsibility.

**Accounting**

- 14. Assist with preparation of purchase orders and payment authorizations.
- 15. Compile and report time records on employees.
- 16. Calculate trip tickets for payment to route drivers and extracurricular drivers and bill appropriate department or campus.
- 17. Input student and staff ridership information in computer.

**Other**

- 18. Welcome all visitors and handle their requests or refer them to appropriate personnel.
- 19. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
- 20. Exhibits punctuality and dependability in the workplace.
- 21. Perform other duties as assigned by supervisor.
- 22. Maintain confidentiality of information.

**Supervisory Responsibilities**

None.

**EQUIPMENT USED**

Typewriter, computer, printer, copier, and calculator

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Repetitive hand motions; prolonged use of computer

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_