Little Cypress-Mauriceville CISD			
Job Title:	Transportation Secretary	**Wage/Hour Status:**	Nonexempt
Reports to:	Director of Transportation	**Pay Grade:**	Paraprofessional Group 4
Dept./School:	Transportation	**Date Revised:**	12/1/2002

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, keyboarding, and file maintenance skills
Knowledge of correct English usage, grammar, spelling, and punctuation
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience:
Three years secretarial experience, preferably in public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, requisitions, and reports for transportation office.

2. Receive and process work orders and emergency requests for service.

3. Compile pertinent data to prepare various required state and local reports.

4. Maintain physical and computerized departmental files, including preventive transportation data and work orders.

5. Keep up-to-date files for all department employees.

Phones

6. Answer incoming calls, take messages, and route them to appropriate staff.

7. Answer incoming calls and handle questions and requests that fall within level of responsibility.

Accounting

8. Perform routine bookkeeping tasks, including simple arithmetic operations to maintain department budget records.

9. Assist with preparation of purchase orders and payment authorizations.

10. Compile and report time records, including leave requests and reports, and prepare payroll on employees.

Data Entry

11. Input all supply and equipment purchase information in computer.

12. Input staff information in computer.

Other

13. Order office supplies for department.

14. Welcome all visitors and handle their requests or refer them to appropriate personnel.

15. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.

16. Maintain a schedule of appointments and make arrangements for conferences and interviews.

17. Any other duties assigned by supervisor.

Supervisory Responsibilities:

None.

Equipment Used:

Typewriter, computer, printer, copier, fax, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Repetitive hand motions; prolonged use of computer.