

**SURRY COUNTY PUBLIC SCHOOLS
TRANSPORTATION SECRETARY
JOB DESCRIPTION**

Job Title: Transportation Secretary
Salary Index: .48
Reports To: Transportation Supervisor
FLSA Status: Non-exempt

SUMMARY

Performs secretarial duties in the Surry County Public Schools by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- Greets all visitors courteously and maintain a positive office atmosphere.
- Receives and route incoming phone calls as necessary.
- Takes messages where appropriate and schedule all appointments for Transportation Supervisor.
- Maintains files, records, and handbooks efficiently.
- Performs various related office duties as requested.
- Utilizes microcomputer for record keeping and reports.
- Performs clerical tasks for the bus garage supervisor as requested.
- Maintains confidentiality of office/student information.
- Contacts substitute bus drivers when necessary.
- Copies and compiles records and reports.
- Maintains records of part-time bus drivers and maintains staff timesheets.
- Gathers and sort mail and organizes materials to be mailed.
- Composes, or transcribes for rough draft, correspondence, bulletins, memorandums, and other material.
- Operates office machines such as typewriter, adding, calculating, and duplicating machines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS

Ability to effectively operate all general office equipment (copy machines, computers, printers, etc.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

