



T U L S A

PUBLIC SCHOOLS

Job Title: **Transportation Clerk**

Department: Transportation
Reports To: Director of Transportation
Grade: CA-05
Number of Days: 12 Months
Security Access: Transportation
Current Date: November 6, 2017
Overtime Status: Non-Exempt

Position Summary: Serve as the assistant to the manager with minimal direction. Prepare reports, meeting agendas, and other documents as required. Assist in handling various aspects of the departmental budget.

Qualifications/Job Requirements:

Education: High school diploma or equivalent

Specialized Knowledge, Licenses, etc:

- Oklahoma driver's license and willing to complete transportation's van training class to accommodate special student van transportation requirements as necessary

Experience:

- Minimum two years office/secretarial experience a plus

Specific Training/Skills:

- Proficient in Microsoft Word, Excel, Access, Outlook, and Power Point
- Proficient in the use of the Internet and possess excellent communication, organizational and clerical skill

Other:

- Ability to interact positively with co-workers, school personnel, administration and outside vendors in a pleasant and professional manner.
- Must be able to make decisions and judgments when necessary and manage multiple projects in a fast-paced environment and ensure completion and follow-up.
- Pleasant telephone communication skills.
- Excellent written and verbal communication and organizational skills.
- Excellent attendance record.
- Knowledge of city.

Duties and Responsibilities:

- Prepare reports, meeting agendas, and other documents as required.
- Assist manager as needed.
- Maintain student conduct records, personnel allocations, budget and computer database applications.
- Scan e-mails and prioritize calendar for the manager.
- Research data by use of the internet.
- Assist with routing data entry as needed.
- Assist in the planning and implementation of special projects.
- Assist with CSC coverage as needed.
- Assist in handling various aspects of the departmental budget.
- Filing, record maintenance.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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