

LIBERTY UNION HIGH SCHOOL DISTRICT
TRANSPORTATION SECRETARY

DEFINITION

Under supervision of the Director of Transportation, to perform a wide variety of specialized clerical and secretarial work according to prescribed procedures and/or instructions within broadly defined policies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class require the efficient use of the typewriter/computer and other office equipment for projects and daily activities related to the Transportation Department. Must be able to effectively maintain professional relationships with parents, students, co-workers and district staff, answering incoming calls, assisting visitors, and communicating with bus drivers on the radio.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work related to the Transportation Department; receives visitors, takes calls and gives out information where judgment, knowledge and interpretation of procedures and regulations are necessary; composes correspondence, takes varied and difficult notes and transcribes them; prepares periodic reports and presentations; schedules meetings and conferences; may attend committee and other meetings and take meeting notes and prepare minutes; keeps financial and statistical records; sets up, revises and coordinates the maintenance of filing systems; distributes information using email, telephone, radio and publications; prepares programming documentation; functions as liaison between supervisor and other agencies; delivers materials to other agencies as necessary; prepares special reports and forms; composes technical and interoffice memos; types letters, budget sheets and memos; proofreads publications; codes a variety of forms; prepares supply requisitions for programs; may assist in preparation of payroll; maintains absence and sick leave forms; and answers inquiries from employees; processes bus passes.

QUALIFICATIONS

Knowledge of:

- Modern office methods, practices and procedures.
- Correct English usage, grammar and punctuation.
- Standard office equipment/technology.

Ability to:

- Perform responsible and difficult clerical work with accuracy and speed.
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, poise, tact and good judgement.
- Ability to prioritize projects and deadlines.
- Compile, maintain and submit accurate and complete records and reports.
- Make arithmetical calculations quickly and accurately.
- Type a net corrected speed of 40 wpm.
- Carry out oral and written directions independently.
- Maintain cooperative relationships with those contacted in the course of work;

Experience:

- Three years of increasingly responsible experience in general clerical and secretarial work.

Education:

- Equivalent to the completion of the twelfth grade, preferably including or supplemented by business courses.

License Requirement:

- Possession of a valid California Driver's License.