

## **Killeen Independent School District Job Description**

**Job Title:** Transportation Operations Clerk  
**Department:** Transportation Services  
**FLSA Status:** Non-Exempt

### **SUMMARY**

Serves as an operations administrative clerk with primary responsibility assisting operations staff with office administration, payroll data compilation, and transportation field trip account management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Uses district-provided software to verify and employee timecard and attendance records and compliance with District attendance policies.

Assists with processing of personnel administrative documents such .

Assists with ERP (Frontline) time keeping entries and field funds encumbrances as needed.

Confers and cooperates with management personnel in formulating transportation policies and procedures.

Compiles employee status reports pertaining to absences, missed punches, first reports of injury, new arrivals, and employee exits.

Files documents and appropriate forms alphabetically and numerically.

Greets employees and answers payroll related questions employees may have.

Answers telephones and callers questions or directs callers to appropriate individuals or departments.

Determines priorities and maintain controls to ensure a timely accomplishment of tasks.

Receives visitors and telephone calls and answers questions which require knowledge of departmental procedures; screens those which can be handled without director's help.

Assists other office personnel with duties necessary for continual transportation operations functions.

Coordinates operation schedules – Manages para staff work.

Serves as back up for timekeeper – enforce miss punch policy/ Absences/FMLA/First Report of Injury.

Serves as back up for Routing Specialists.

Provides Training and Safety Admin support.

Performs other such tasks that may be assigned by Transportation Director.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Must possess a high school diploma or hold a general education degree (GED) certificate. Experience as a public-school secretary preferred. Three years of general clerical/secretarial experience or 15 semester hours of college credit with some business orientation or equivalent business school background.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff, teachers, students, parents and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**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.

**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.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**Prepared Date:**            **August 29, 2022**

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