Killeen Independent School District
Job Description

Job Title: Transportation Clerk
Reports to: Director for Transportation Services
FLSA Status: Non-Exempt

SUMMARY
Compiles payroll data to maintain payroll records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Use district-provided software to verify and correct employee timecard and attendance records.

Inputs information into a computer database.

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.

Compiles payroll reports such as hours worked, leave used, supplemental pay, and comp charges from time cards and other records.

Prepares computer input forms, enters data into computer files, computes wages and deductions, and posts to payroll records.

Records data concerning employee payroll and attendance.

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

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

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

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.
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.

COMPUTER SKILLS
Must be able to operate an IBM-compatible computer, utilizing the District’s standard software products, plus any additional software that may be unique to the position.

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.

OTHER QUALIFICATIONS: Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum of 7,000 kpm with 7 errors or less.

Revised Date: April 25, 2019

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.