

**TRANSPORTATION/BUILDING AND GROUNDS CLERK/RECEPTIONIST 2**

- QUALIFICATIONS:**
1. High School Diploma (some college preferred)
  2. Coursework and/or experience in office machines and practices
  3. Demonstrated aptitude or competency for assigned responsibilities.
  4. Ability to communicate effectively
  5. Computer experience including data base, word processing and spreadsheets
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To contribute to the efficient operation of the Transportation and Building and Grounds Departments office so that they can play their effective part in the education process.

**PERFORMANCE RESPONSIBILITIES:**

1. Operates and maintains the Transportation software;
2. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office;
3. Assists in receiving and routing all incoming calls; answers questions of callers according to school policy, takes messages for Transportation Supervisor;
4. Types a variety of materials, such as letters, reports, forms, bids, memos, etc. from rough drafts or corrected copy for the Transportation Supervisor and Building and Grounds Supervisor;
5. Files correspondence, invoices, cards, or other records depending on the practices of the Transportation office;
6. Assists in receivings and delivering interoffice written communications;
7. Greets all visitors courteously, determines their need, checks appointments;
8. Performs clerical functions related to purchasing for Transportation and Building and Grounds departments;
9. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**WORK SCHEDULE:**

The work day shall be established by the supervisor and shall not exceed 7.5 hours per day.

The yearly number of days worked in a school fiscal year shall normally be 210 days per year excluding holidays, unless a different schedule is approved by the District Administrator.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.