

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

Position Title: Secretary (Transportation)

Terms of Employment: 12 months

Salary: Classified Placement Schedule – Grade 2

FLSA Status: Non-Exempt

Benefits: Standard Package

QUALIFICATIONS:

1. High School diploma or equivalent with emphasis on appropriate business subjects, college credits preferred.
2. Two or more years progressively responsible experience, preferably in a school setting.
3. Ability to type accurately at an acceptable rate of speed and to take dictation if required.
4. Ability to work cooperatively with parents, students, staff and the general public.
5. Knowledge of word processing/excel.
6. Must be bilingual (Navajo/English).
7. Experience with Total Quality Management (TQM).
8. Must be Safety oriented.
9. Must have proven successful employment record.

JOB GOAL: To assist the Transportation Director by assuming responsibility for the overall operation of the transportation office, and to maintain good public relations with students, parents, staff and the general public.

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of secretarial duties involving typing and transcribing correspondence, memorandums, and written materials.
2. In conjunction with the Director, interprets policies and regulations to transportation personnel.
3. Receives visitors, answers and screens telephone calls and provides information as appropriate.
4. Schedules appointments and maintains director's calendar and schedule staff meetings when necessary.
5. Handles a variety of correspondence, reports and other materials; maintains confidentiality of information.
6. Maintains accounts for funds, statistical and/or other records and reports.
7. Receives and posts transportation requests and schedule vehicles for travel by various departments.
8. Assists staff as requested with secretarial and clerical services.
9. Handles incoming and outgoing mail.
10. Inputs and updates information into computer for ADE record keeping.
11. Performs other duties as assigned.

REPORTS TO: Transportation Director

EVALUATION: Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.

Employee's Signature: _____

Date: _____