



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

TRANSPORTATION SUPPORT CLERK

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, performs complex and technical clerical tasks including accounting and fiscal record management functions related to transportation; coordinates and organizes specific and detailed operational activities within a work unit; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Establish, balance, verify, adjust, and maintain accounting and fiscally related records and reports.
- Process a variety of documents pertaining to financially-related transactions, which may include billing to schools, processing meal reimbursements, mileage/time calculations, and fiscal record management functions.
- Perform complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices and procedures of a specific work unit.
- Review, audit, and monitor the development of a variety of technical reports and statistical data.
- Locate and abstract data from a variety of informational sources.
- Draft statistical reports from various data.
- Process invoices from contractors/vendors.
- Answer technical questions concerning the work unit's area of responsibility.
- Prepare correspondence in response to technical questions.
- Establish and maintain alphabetical, numerical, subject matter, and other classification files and catalogs.
- Type or keyboard from rough drafts and/or notes; may use transcription and/or word processing equipment and computer programs.
- Organize and coordinate the preparation of documents and records including forms, bulletins, questionnaires, requisitions and a variety of other material, which may be of a highly technical and/or confidential nature.
- Initiate and receive telephone calls.
- Assist in the orientation and training of other clerical and service area personnel.
- Operate a computer to input and extract data from automated information management, storage and retrieval systems.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, methods and procedures.
- Appropriate English usage, spelling, grammar, punctuation and mathematical concepts, organization and project deadlines.
- Standard office machines and equipment, including -computers.
- Operational procedures, policies, rules and regulations specific to the assignment.

ABILITY TO:

- Perform complex and technical clerical work requiring accuracy and attention to detail.
- Prepare clear and concise reports.
- Accurately interpret legal mandates, District policies, rules and regulations and apply them to a variety of operational procedures.
- Effectively organize and coordinate the work flow of the unit.
- Effectively operate a -computer and use appropriate software applications; understand and follow oral and written directions.
- Develop project timelines and meet deadlines.
- Establish and maintain cooperative working relationships.
- Remain flexible and work effectively in an atmosphere of frequent interruptions and changes in task priority.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

A minimum of three years of secretarial/clerical experience, preferably in an educational organization. One year of experience performing responsible fiscal record management and duties involving manual and computer-assisted processes. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Verification of a valid California Motor Vehicle Operator's license.
Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental coursework or training in business practices, word processing, automated record management, storage, and retrieval systems is desirable, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and office work environment. Fast-paced environment with changing priorities.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential function of the job.

POTENTIAL HAZARDS:

N/A

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