DEER VALLEY Unified School District

JOB DESCRIPTION

Job Title: **Clerk III (Transportation)**

Position Type: **Classified**	Department: **Transportation**
Salary Schedule: **Classified**	Reports to: **Transportation Director**
Salary Range: **20**	
Term of Employment: **12 months**	Date: **June 29, 2017**
Shift: **Day**	Approved by: **Human Resources**

POSITION SUMMARY:

Contributes to effective school/public relations by prompt and courteous handling of all inquiries and visitors, responds to and directs incoming telephone calls, and greets and directs visitors to appropriate office or staff.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Greets visitors, directs them to appropriate offices or employees, provides information; and provides customary courtesy.
- Maintains an attractive and comfortable reception area.
- Answers phones, reports immediately the presence in the building of any visitor and/or any suspicious activity of unusual behavior on the part of visitors.
- Responsible for D.S.C. sheets (Direct Service Claiming), student discipline referral data and student mileage data.
- Confidentiality of office knowledge required.
- Types and proof reads a variety of forms, reports, records and documents.
- Assists with composition of correspondence providing information, requesting information and/or replying to inquiries as directed.
- Assists with other work related clerical duties as assigned, i.e., distributing mail, maintaining employee mail boxes and employee files, and maintains office region lists.
- Assists with scheduling bus driver and bus assistant interviews and calling on work references.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purposes of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITY:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- 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 bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Must have typing skills
- Must have data processing skills
- Ability to effectively present information in one-on-one and small group situations.
- Must have working knowledge of Excel spreadsheets.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- One to three months related experience and or/training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required include close vision, color vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.