

Job Description

Job Title: Secretary III, Operations

Supervisor: Supervisor of Transportation

Pay Grade: 22

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing frontline customer contact and clerical support to Supervisor of Transportation. Position is responsible for performing a variety of complex computation as it relates to proper calculation of wages, overtime, and supplemental pay in support of the Pupil Transportation Department. Position researches, resolves and provides communication regarding payroll issues accurately and efficiently both orally and in writing.

Essential Duties

1. Serves as direct clerical support for the Supervisor of Transportation.
2. Prepares statistical tables, types letters, takes meeting notes, reports, bulletins, charts, questionnaires, requisitions, and other materials from rough draft to final copy.
3. Maintains various transportation databases and generates reports as required. Collects data and generates quarterly performance reports.
4. Maintains Time & Attendance system to include all payroll functions and employee record updates.
5. Obtains, gathers and organizes pertinent data as needed, and puts it into a usable format.
6. Inputs all complaints, concerns, and issues into Issue Trak.
7. Communicates with schools to assist with student bus concerns and other Transportation information requests.
8. Creates and maintains files and records.
9. Schedules applicant interviews for open staff positions.
10. Distributes all inter-departmental and postal correspondence to the appropriate person.
11. Inputs and files all Exception to School Board Policy forms for bus stop changes.
12. Audits Pupil Transportation Department Time & Attendance System to ensure accuracy.
13. Enters payroll data into the Time & Attendance system, tracks overtime and reports supplemental pays.
14. Communicates regularly with the Payroll Department and the Human Resources Department regarding new employees and employees ready for contracting.
15. Coordinate with Payroll Department to ensure accurate employee pay for monthly and bi-weekly pay cycles.
16. Tracks leave balances for all hourly employees and enters into Time & Attendance for reporting to payroll.
17. Reports all attendance occurrences to appropriate Supervisor.
18. Coordinates with the Human Resource Department to track Family Medical Leave, Workers' Compensation and employees in other non-working status.
19. Maintains a high level of confidentiality.
20. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Performs other duties as assigned by appropriate administrator.

Job Specifications

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 accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma or GED. Must possess knowledge of standard office practices, procedures and equipment; familiarity with Mainframe and Edulog a plus. Must be proficient in Microsoft Word, Excel and Access. Must possess excellent verbal and written communication skills and have ability to establish and maintain effective working relationships with employees and the public. Ability to maintain confidentiality and demonstrate good judgment, tact and courtesy in difficult situations and with communications to the public. Ability to organize and maintain clerical records and to prioritize workload. Must possess strong organizational skills.

Working Conditions & Physical Requirements

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

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor of Transportation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary III will be required to follow any other instructions and to perform any other related duties as assigned appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 08/2018 CR