

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – TRANSPORTATION CLERK – MID DAY

Qualifications: High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required. 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.

- Must meet all requirements outlined in WV State Board of Education Policy 4336 - West Virginia School Bus Transportation Policy and Procedures Manual.

Clerk II means a person employed to perform general clerical tasks, prepare reports and tabulations, and operate office machines. (Pursuant to WV §18A-4-8)

Immediate Supervisor: Director of Transportation

FLSA Status: Non-Exempt

Evaluation: Performance in this position will be evaluated annually by the Director of Transportation in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

Term of Employment: 200 Days

Salary: Pursuant to WV Code §18A-4-8a
Pleasants County Schools Salary Scale
Commensurate with Experience and Education Level

Expectations / Duties and Responsibilities:

- Perform computer functions and data entry tasks.
- Prepare and submit state and county reports.
- Maintain student data files and information.
- Maintain purchase orders as applicable to the Transportation Department.
- Update and maintain driver material necessary for bus drivers.
- Answer phone/take messages in the absence of the Director of Transportation.
- Perform driver trips between regular runs as deemed necessary by the Director of Transportation.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, use fingers, tools and/or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 pounds such as to lift files and paper.

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. The noise level in this work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously is interacting with the public, students and staff.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Director of Transportation

Amended: December 6, 2016