



# Pickens County Schools

## Job Descriptions

### **TRANSPORTATION RECEPTIONIST**

**Title/Position:** Transportation Receptionist

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 200 Days; 8 hours a day

**Salary:** Classified Salary Schedule Grade C (Starting pay \$14.50/hour)

**Reports to:** Transportation Supervisor

**Qualifications:**

1. High School Diploma
2. Ability to work professionally with the public and others, both in person and over the phone.
3. Excellent computer skills including but not limited to: Word, Excel, Microsoft Office and office machine proficiency.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Displays a neat and professional appearance and exhibits a professional attitude at all times.
- Receives and routes incoming calls.
- Serves as Second Shift Dispatch
- Communicates efficiently and follows proper etiquette on two- way radio.
- Receives parents and visitors in a professional manner.
- Performs clerical duties.
- Keeps efficient and updated files for assessment purposes.
- Assists in keeping materials and supplies organized.
- Handles telephone calls briefly as possible in a courteous, professional manner. Personal calls should be kept to a minimum.
- Assists with sick, personal, vacation, and professional leave records for transportation employees.
- Assists the Transportation Data Clerk in scheduling drivers for field trips.
- Participates in required in-service training.
- Cooperates with others and helps to make the office a pleasant place to work.
- Follows federal and state laws, as well as school board policies.
- Perform other duties as assigned by supervisor/administrator.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*