



Pickens County Schools

Job Descriptions

TRANSPORTATION DATA CLERK

Title/Position: Transportation Data Clerk

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 210 Days, 8 hours/day

Salary: Classified Salary Schedule Grade D (Starting pay \$15.00/hour)

Reports to: Transportation Supervisor

Qualifications: As determined by local needs

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, exhibits a professional attitude at all times.
- Serves as first shift Dispatch.
- Communicates efficiently and follows proper etiquette on two-way radio.
- Coordinates and handles all field trip request forms, schedules drivers and buses needed for each trip.
- Maintains efficient and updated files for all field trips.
- Maintains pre/post trip inspection sheets for all buses.
- Calculates time sheets for field trip payroll.
- Performs clerical duties and assist coworkers as needed.
- Assists employees with forms for sick, personal leave requests.
- Participates in in-service training.
- Assists in keeping materials and supplies organized.
- Handles telephone calls as briefly as possible in a courteous, professional manner. Personal calls should be kept to a minimum.
- Follows federal and state laws, as well as school board policies.
- Follows work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Perform other duties as assigned.

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

FLSA Status: Non-Exempt