



Job Title: Secretary Transportation

Exemption Status: Nonexempt

Reports to: Accounts Payable Supervisor

Date Revised: September 2026

Dept. /School: Transportation Department

Pay Grade: P15

Primary Purpose:

Provide administrative and clerical support to the Director of Transportation and assist in the efficient and effective operations of the school district's transportation department. This position is responsible for maintaining accurate records, communicating with parents, staff, and transportation personnel, and ensuring compliance with district and state transportation regulations. Monitor and oversee visitors entering the Garland ISD Transportation Department office.

Qualifications:

Education/Certification:

- High School diploma or equivalent
- Certified Education Office Personnel (CEOP) certification, preferred
- Bilingual, preferred

Experience:

- Minimum two (2) years of clerical, receptionist, or secretarial experience

Special Knowledge/Skills:

- Knowledge of MS Office applications
- Knowledge of district boundaries
- Strong organizational and general clerical skills

Major Responsibilities and Duties

1. Monitor incoming phone calls.
2. Direct phone calls to the appropriate staff.
3. Operate standard office equipment.
4. Monitor the front door, greet and direct visitors accordingly.
5. Display professionalism in dealing with students, parents, staff, and community.
6. Exert a positive influence and work in harmony with associates.
7. Respond to suggestions for improvement positively.
8. Maintain a professional appearance.
9. Must be mentally alert and physically able to perform job functions.
10. Follow district policies regarding individual assignments.
11. Seek professional growth through continuing education and staff development.
12. Demonstrate efficient and accurate work.
13. Show initiative in assuming responsibility for office duties.
14. Maintain confidentiality in all matters.
15. Use good judgment regarding confidential records and reports.
16. Assist the office manager with personnel records.
17. Perform all other duties as assigned.

Supervisory Responsibilities:

None



Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Ability to sit for prolonged periods of time, occasional bending/stooping, pushing, pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged and irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____