

## Griffin-Spalding County School System

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| <b>Title: Department Secretary - Transportation</b><br><b>Job Class Code 463</b><br><b>Job Details: 230 Days/Non-Exempt/Full -Time</b> | <b>Category: Secretarial/Clerical</b><br><br><b>Reports To: Director of Transportation</b>                     |
| <b>Updated: 11/13/2025    Reviewed: 11/13/2025</b>   | <b>Salary Schedule: Classified                      Pay Grade: GN</b><br><b>Salary Range:\$28,060-\$50,508</b> |

### **JOB SUMMARY**

This position supports the efficient functioning of the Transportation department by providing clerical and secretarial support which ultimately supports the educational experience of students.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Develops and maintains filing and record keeping systems, both physical and electronic
- Prepares correspondence and reports as directed
- Data entry into web based data systems (employee records)
- Manages all office supplies
- Arranges and prepares for scheduled department meetings
- Uses standard office equipment
- Reports employee's hours of work and requested leave
- Maintains all employee records
- Answers phones
- Facilitates all department purchasing
- Ensures that all financial transactions are record in accordance with district policies
- Invoices all departments, schools and other agencies for transportation services
- Schedules, manages and assigns all extra-curricular bus trips
- Assists with the development of the annual budget
- Enters leave into electronic timekeeping system, reconciles and signs off on electronic timesheets
- Performs other duties as defined by the Director of Transportation
- Maintains prompt and regular attendance as physical presence on the job site is required

### **SUPERVISES**

- No supervisory responsibilities

### **MINIMUM QUALIFICATIONS**

- One (1) year of clerical support or customer service experience
- High school graduate of equivalent

### **PREFERRED QUALIFICATIONS**

- Five (5) years of secretarial experience
- Previous school system experience
- Two (2) years of accounting and payroll experience
- Basic knowledge of scheduling software (Tyler Trip tracker preferred)

- Spanish/English bilingual capabilities.

#### **COMPETENCIES NECESSARY TO DO THE JOB**

- Computer experience in word processing, database management and spreadsheets
- Possess basic accounting skills
- Possess basic knowledge of payroll and purchasing procedures
- Proficient in Google Workspace (Docs, Sheets, Slides, Gmail, Calendar)
- Ability to practice professional telephone etiquette
- Must possess strong organizational and time management skills
- Ability to communicate in a professional manner with internal and external stakeholders
- Excellent oral and written skills
- Knowledge of general accounting and purchasing procedures
- Ability to work under pressure
- Ability to maintain confidentiality
- Ability to use office equipment
- Knowledge of general mathematics
- Must maintain a professional and positive workplace demeanor
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

#### **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.