



# HUMBLE INDEPENDENT SCHOOL DISTRICT

## Job Description

### Payroll/Field Trip Clerk

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<b>Reports to:</b>	Transportation Service Center Manager (North)
<b>School/Department:</b>	Transportation
<b>Pay Grade:</b>	Office Professional/CS5
<b>Wage/hour status:</b>	Non-Exempt
<b>Work Days:</b>	226
<b>Created/revised:</b>	July 2026

### Primary Purpose:

Provides office professional support for a Transportation Service Center in performing payroll and other secretarial/clerical activities in support of the on-going operations of the office. Additionally, assign and schedule bus drivers, coaches, routes, and vehicles to ensure safe, effective, and economical transportation for extra-curricular field trip services.

### Qualifications:

#### Education/Certification:

- High School Diploma or GED
- Nine (9) hours of college business or accounting coursework or comparable from an accredited college or university recognized by the US Department of Education preferred
- Formal training in the area of payroll preparation and payroll requirements helpful
- Valid Texas Commercial Driver's License with P and S endorsements
- Acceptable driving record in accordance with Texas DPS Guidelines for school bus drivers
- Current DPS Texas School Bus Driver Safety Training Certificate
- Pass annual DPS physical and drug screen and all other qualifications required of school bus drivers

#### Special Knowledge/Skills:

- Knowledge of transportation terminology and related standard office procedures and practices
- Knowledge of Federal, State, and local laws pertaining to payroll regulations
- Knowledge of timekeeping, payroll, and recordkeeping practices
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial and Timekeeping Systems (Tyler MUNIS and UKG/KRONOS preferred), and web based data management systems and software packages
- Skill in proofreading, reconciliation, account balancing, and reporting large volume of numbers
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in English grammar, spelling and punctuation (written and verbal) and proofreading
- Skill in processing a high volume of transactions
- Skill in analyzing payroll activities and applying appropriate resolution to problem situations
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to work both independently and as part of a team
- Ability to prioritize tasks to meet specific deadlines
- Ability to work under pressure as workload is deadline driver
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials, parents, co-workers, and vendors



**Experience:**

- Two years of experience with business exposure in any combination of payroll, accounts payable, accounting or bookkeeping; school district or government experience is preferred
- One year successful experience driving field trips for Humble ISD

**Major Responsibilities and Duties:**

**Payroll/Office Administration Support**

1. Coordinates, maintains, reviews and edits payroll data for all Transportation Department employees who are on the UKG/Kronos Payroll System.
2. Enters and maintains field trips and other staff members' pay such as coaches for bus driving.
3. Researches all payroll concerns for Transportation employees.
4. Prepares exception reports on a daily basis to identify inappropriate or inaccurate entries.
5. Attends various meetings with District's Payroll Department for planning and implementation of UKG/Kronos Payroll System upgrade.
6. Files Worker's Compensation reports.
7. Maintains Leave of Absent (LOA) reports tracking leave of department personnel.
8. Maintain all coach files and keep up-to-date information on requirements.
9. Answer incoming calls, takes message, and disseminates calls made to appropriate personnel.
10. Enter and update data in personal computer utilizing database applications.
11. Prepare, copy, sort, retrieve and distribute a variety of documents and records, reports, and other materials to appropriate personnel.
12. File a variety of records, reports and materials including memos, letters, reports, complaints.

**Field Trip Support**

1. Process field trips for assigned Transportation Service Center.
2. Assess the basic needs to accommodate each trip processed.
3. Assist in creating and maintaining an online field trip request.
4. Coordinate all communications and duties pertaining to field trips at assigned Transportation Service Center.
5. Perform as a substitute driver/attendant as needed.

**Policies, Reports, and Laws**

1. Implement federal and state law, State Board of Education rule, TEA, and board policy in transportation area.
2. Prepare correspondence, forms, reports, manuals, and presentations.
3. Compile, maintain, file, and present all physical and computerized reports, records, and other documents, required in transportation area.
4. Ensure all payroll/field trip records are being maintained, stored and disposed in accordance with federal, state and District policies and requirements.
5. Comply with applicable personnel policies.

**Communication**

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, outside agencies and organizations.
2. Effectively communicate with Payroll, Benefits, Human Resources, administrators, and campus personnel.
3. Provide outstanding customer service.
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, outside agencies and organizations.



**Other**

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Director of Transportation.
2. Demonstrates effective interpersonal skills through communications with staff, employees, administrators, community members, and general public.
3. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Maintain an organized work environment.
6. Maintain professional appearance adhering to the department's established standards.
7. May provide additional support and serve in other Transportation Service Center areas.
8. Perform other duties as assigned.

**Supervisory Responsibilities**

1. None

**Equipment Used**

Computer, printer, copier, telephone, scanner, audio-visual, and fax machine

**Working Conditions**

Work is performed in a climate-controlled office environment not readily accessible to the general public. This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a collegial and fast-paced atmosphere.

**Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress
- Work with frequent interruptions during peak hiring periods
- Workload is deadline driven and must be able to meet ongoing deadlines
- Occasional prolonged and irregular work hours with occasional overtime – flexibility with schedule preferred
- Extended hours or non-business hours may be required to lessen impact with district operations
- Prolonged use of equipment and computer with repetitive hand motions
- Office atmosphere may be noisy and hectic. Offices are “open” with multiple employees working in large open rooms containing two or more desks and equipment. May work in an enclosed area.
- Requires performing tasks sitting, standing, kneeling, squatting, stooping, bending, pushing, pulling, twisting, and lifting
- Work location assigned requires physical presence in office
- Daily attendance and punctuality are essential functions of the job

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_