



Pickens County Board of Education Job Descriptions

TRANSPORTATION DATA CLERK

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 210 Days

REPORTS TO: Director of Transportation

QUALIFICATIONS:

1. High School Diploma (Post High School preferred.)
2. Proficient in Microsoft Word, Excel, and Internet.
3. Experience in using routing software.
4. Valid Georgia driver's license (CDL with P&S endorsement preferred.)

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

RESPONSIBILITIES:

- Input of routing data into software programs.
- Coordination of buses and drivers needed to implement route coverage.
- Assist route supervisor as needed.
- Perform clerical duties.
- Assist with sick, personal, vacation, and professional leave records for transportation employees.
- Participates in in-service training.
- Assist 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.
- Cooperates with others and helps to make the office a pleasure place to work.
- Follows federal and state laws, as well as school board policies.
- Perform other duties as assigned.