EMPLOYEE NAME: ____________________________

Revised: 6/18

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Clerk V</th>
<th>JOB CODE: 463B</th>
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<tbody>
<tr>
<td>DIVISION: Operational Support</td>
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<tr>
<td>DEPARTMENT: Transportation</td>
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<td>REPORTS TO: Associate Director, Transportation</td>
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<td>FLSA: Non-Exempt</td>
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<td>SALARY SCHEDULE: Office Clerical/Technical Annual</td>
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<td>WORK DAYS: 238</td>
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<td>PAY GRADE: NC05</td>
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<td>PAY FREQUENCY: Monthly</td>
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PRIMARY FUNCTION: Provides all clerical functions to the Associate Director of Transportation; Performs high level departmental administrative work; Communicates verbally and in writing with the schools, transportation personnel and the public regarding pupil transportation concerns with an emphasis on courtesy and resolution to create favorable impressions of the Transportation Department and Cobb County School District; Maintains confidentiality; Ability to work independently.

REQUIREMENTS:

1. Educational Level: High School or GED required
2. Certification/License Required: none
3. Experience: 3 years of responsible secretarial experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance
2. Answers telephone and screens, refers, records and follow through on messages; maintains files of correspondence and records
3. Types correspondence, reports and other materials; assists in review of ROA’s; proofreads typed materials for correct grammar, spelling, punctuation and word usage to avoid typographical errors; utilizes technological resources to facilitate workload and enhance office operation
4. Maintains calendars, schedule appointments and meetings for the Associate Director
5. Enters cases in Employee Discipline Management System; prepare and send correspondence to Employee Relations Office for Open Records and other requests
6. Assists in managing CDS Random Drug and Alcohol Screening Program
7. Assists in the preparation of Transportation Handbook and other procedural documents
8. Assists with New Hire transition from initial training to assigned placement status including driver physical requirements
9. Utilizes TEAMS and other required Personnel Software
10. Promotes positive relationships with local school personnel, central office staff members, parents and the general public by assisting whenever necessary
11. Demonstrates ability to use discretion in matters that are sensitive in nature and require confidentiality
12. Assists with phone coverage for Executive Director’s office and front desk as needed.
13. Performs other duties as assigned by appropriate administrator

Signature of Employee ____________________________ Date ______________________

Signature of Supervisor ____________________________ Date ______________________