



EMPLOYEE NAME: _____

Revised: 6/18; 9/21

JOB DESCRIPTION

POSITION TITLE: Clerk V	JOB CODE: 463B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technical Annual
DEPARTMENT: Transportation	WORK DAYS: 238
REPORTS TO: Director, Transportation	PAY GRADE: NC05
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides-clerical assistance to the 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
5.	Knowledge, Skills, & Abilities: Written and oral communication; Skilled using Microsoft Office software and Office 365; Customer Service, maintains confidentiality and Public Relations

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 follows through on messages; maintains office files and records
3.	Types correspondence, reports, and other materials; proofreads typed materials for correct grammar, spelling, punctuation, and word usage to avoid errors; utilizes technological resources to facilitate workload and enhance office operations.
4.	Maintains calendars, schedule appointments and meetings for the Director.
5.	Prepares and sends documents to Employee Relations Office; also assists with Open Records requests.
6.	Assists in managing the Random Drug and Alcohol Screening Program.
7.	Assists in the preparation of Transportation Handbook and other procedural documents.
8.	Assists with processing EAF's and employee exits while utilizing various CCSD software and websites.
9.	Utilizes and maintains records in TEAMS.
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 Senior Executive Director's office and front desk as needed.
13.	Performs other duties as assigned by the Director or Senior Executive Director.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____