

CLERK II
Range 9

ORGANIZATIONAL RESPONSIBILITY

The Clerk II is responsible to the Chief Executive Officer of the Mid-Placer Public Schools Transportation Agency and works under the general direction of the Business Manager and/or Operations and Training Supervisor.

DEFINITION

Under minimal supervision, to perform general clerical work. The Clerk II is responsible for performing clerical, recordkeeping and data entry duties of above average difficulty involved in the maintenance of the Agency's, student database, safety and maintenance records, and other related duties as required

DISTINGUISHING CHARACTERISTICS

Clerk II – This is the journey level class within the Administrative Clerk series performing the full range of general clerical and office support duties with only occasional instruction or assistance. Positions at this level are distinguished from the Clerk I level by the performance of the full range of duties as assigned, working independently, applying well developed clerical and office support knowledge, and exercising judgment and initiative. Assigned work requires the use of judgment in selecting appropriate procedures, conducting transactions with customers and the public, and solving routine and non-routine problems based on knowledge gained through experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are alternately staffed and positions at the Clerk II level are normally filled by advancement from the Clerk I level.

EXAMPLES OF DUTIES

(The listed examples do not represent all duties which may be performed by this position.)

Assumes responsibility for major clerical functions including Parent Pay/Bus Passes, Fleet Maintenance Records, Inventory Control, Route Census
Performs varied clerical tasks on the telephone, and by email and written work product.
Types correspondence and reports accurately, using computer keyboard
Prepares and inputs data for computer processing
Operates standard business office machines.
Uses computer to check fuel levels and post work orders
Calculates mileage on buses for PMI's weekly, using calculator, computer and working knowledge of arithmetic
Performs related work as required

ESSENTIAL FUNCTIONS

1. Receives and processes incoming telephone calls, directs calls to the appropriate Agency manager or staff, communicates clearly and professionally via telephone and takes accurate written messages.
2. Prepares timely and accurate invoices for services performed and ensures receipt of payment for invoices.
3. Receives and reviews Bus Pass Applications by emails, in person and via phone, communicates when additional information is needed and exercises judgment to satisfy client needs.
4. Enters student data from Bus Pass Applications to Agency Database for Dispatcher to route, using computer systems
5. Enters Activity Trip Data completely and accurately, generate quotes and establish trip data for Dispatcher to staff
6. Contacts and communicates in a clear and professional manner with parents, teachers and the public via phone and email to obtain missing data, communicate trip quotes and satisfy client needs.
7. Administers safety program documentation and timely maintains required Material Safety Data Sheets for regulatory compliance
8. Transfers fueling records from fueling system into maintenance program to update vehicle records, using computer systems
9. Receives and inventories parts and organizes parts for timely repair of buses and maintains accurate maintenance repair expense records.
10. Creates Work Orders using computerized tracking of repair expenses via the Fleet Maintenance Software.
11. Analyzes Census, Route Records and Routing System and compiles census three times per year to provide the basis for distributing Agency expenses to member school districts. Requires gathering, assembling, tabulating, checking and filing financial and statistical data
12. Communicates over the telephone to order fuel, reviews fuel prices and releases fuel order to lowest cost supplier. Makes arithmetic calculations and checks various statistical and accounting records.
13. Maintains orderly, accurate and accessible filing system for Work Orders, Regulatory Permit Information, Purchase Orders, MSDS records and Bus Pass Applications, for reference by Agency managers and staff, as needed.

DESIRED QUALIFICATIONS

Knowledge of:

Office methods and procedure including setting up and maintaining filing systems, receptionist and telephone techniques.
English usage, spelling, grammar and punctuation
Terminology and technical tasks required for accurate bookkeeping
Financial reporting and statistical analysis and interpretation

Ability to:

Read, understand, learn and apply Agency policies and laws, rules and regulations affecting the work of the Agency and regarding employment of classified personnel.
Analyze situations accurately and adopt an effective course of actions.
Communicate with, and be responsive to, the public and other Agency personnel in a clear, effective, professional, tactful and diplomatic manner
Understand and carry out oral and written directions.
Type 45 words per minute from clear copy.
Make mathematical computations with speed and accuracy.
Prepare accurate reports.
Operate office machines.
Communicate effectively with Agency personnel, board members and the general public.
Adjust to the work duties.

Training and Experience:

High School Diploma or equivalent

One year of experience involving independent responsibility for clerical duties which would provide familiarity with accounts receivable, varied record keeping, data processing input and output.

Knowledge of office practices and procedures, including functions of computer

Persons with demonstrated ability to perform the required duties are considered to meet the minimum qualifications.

PHYSICAL DEMANDS AND WORKING CONDITIONS (Light Physical Effort)

1. Position requires no extraordinary physical strength or qualifications
2. Work assignments are normally located in a work environment with no unusual physical requirements to environmental conditions; requires only light physical functions.
3. Lifting 25 lbs. maximum or carrying any object weight up to 15 lbs.
4. Clarity of vision at varying distances to read, review and assure accuracy of data and entry and reports on-screens and on paper.
5. Dexterity of hands and fingers to operate a variety of standard office equipment.
6. Occasional bending
7. Pushing, moving, and lifting objects with a strength factor of light work.
8. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.