

## **Transportation: Office Support**

<b><u>Reports to:</u></b>	<b>Director for Transportation</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>12 months/Part-time</b>
<b><u>Salary:</u></b>	<b>Office Support I - 56</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

- Qualifications:**
- **High School diploma**
  - **Ability to multi-task, comprehend written and verbal communication and follow directions**
  - **Familiar with using basic computer software (Excel, Word, Google Docs, Powerpoint, email, etc.)**
  - **Familiar with a myriad of office equipment (multi-line phones, printer, scanner, fax machine, etc.)**
  - **Familiar with administrative paperwork and processes**
  - **Communicate effectively (written and verbal)**

### **Essential Job Functions:**

- Maintain the currency of requests for transportation service through a myriad of software programs to include payroll
- Assist the Director and staff with administrative processes by using various software programs
- Assist with the completion of maintenance work orders in the automated data system
- Assist office staff with copying, filing, and processing any and all documentation associated with transportation operations
- Communicate with parents, school administrators and the general public to convey routing and assignment information
- Assist Director with screening and processing new applicant information
- Prepare documents and reports (billings, work requests, memos, etc.)
- Perform any additional duties as required or assigned by the supervisor

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### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification, is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions