

## ACCOUNT CLERK/TRANSPORTATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level administrator, an incumbent of this position performs clerical work of average difficulty in connection with maintaining a variety of financial records and accounts, either manually or through the use of an automated financial record keeping system. An incumbent performs clerical and liaison functions to assist in the administration of the school district's transportation operation. Independent judgment is exercised when routine matters or clearly defined policies are involved. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Edits invoice extension and totals;

Posts to ledger and budget accounts and voucher register;

Audits routine claims and/or cash reports;

Collects money where the procedure is routine;

Prepares reports covering items handled;

Checks bills against vouchers and orders to determine the correctness of prices and quantities;

Gives information to inquirers either in person or over the telephone;

Maintains card index and other files;

Assists bus company, transportation provider, or district Supervisor of Transportation with the preparation and review of routes and schedules;

Receives complaints as to transportation matters and recommends necessary corrections and adjustments;

Checks official mileage for special transportation requests;

Completes contracts for review with attorney in order to insure proper state aid reimbursement;

Assists in the preparation of state transportation reports on bus routes;

Assists with drafting specifications for transportation bids from private bus companies;

Assists in determination of student's eligibility to ride on school buses in accordance with the District's policy;

Acts as liaison between principals and bus companies for field trips;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Confers with surrounding districts regarding pooling transportation;

May keep records of requisitions and bills;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of the procedures used in keeping financial records, and in handling and recording cash; working knowledge of standard transportation methods and local traffic conditions; working knowledge of the capabilities of computer software applications to produce various document formats such as correspondence, reports, tables, charts and file storage; skill in the operation of adding, computing and other office machines; ability to plan, organize and efficiently perform clerical functions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out oral and written directions; ability to make rapid and accurate computations; ability to deal effectively with the public; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; discretion; tact; courtesy; accuracy; reliability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience, including or supplemented by six (6) months of financial record keeping experience.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted for the one (1) year of clerical experience. Satisfactory completion of 6 college credits\* in Accounting may be substituted for the six (6) months of financial record keeping experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.