

CLERK/TRANSPORTATION DEPARTMENT
(BOCES #2)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Supervisor of Transportation, an incumbent of this class performs a variety of office clerical duties of average difficulty related to the operations of a Transportation Office and Garage for Southern Westchester BOCES. Work performed requires limited judgment and responsibility in the carrying out of prescribed procedures with no qualified typing work required. Instead, incumbent operates, on a limited basis, an automated record keeping system. This position is further distinguished from the Clerk classification in that the incumbent may be required to drive a school bus when needed, and therefore must maintain the appropriate CDL license. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Answers telephones and responds to inquiries regarding operations;

Schedules vehicle maintenance appointments for private bus companies which have maintenance contracts with BOCES #2, and maintains records of same;

Prepares required documentation for billing purposes;

Performs basic computer entry tasks;

Monitors garage stock inventory levels and re-orders as required;

Operates office equipment such as computerized fueling devices, photocopier, and fax machine;

Prepares office mailings by weighing and affixing postage;

Sorts and routes incoming mail;

Maintains all files for the office and garage;

Prepares work areas and offices for meetings;

May drive school bus if required;

May function as Bus Attendant if required;

Delivers documents and serves as Messenger as needed.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with office procedures, including use of simple office machines and filing systems; skill in posting to simple records, and in making simple arithmetical computations; accuracy in the preparation of and checking of records and forms; ability to follow oral and written directions; resourcefulness in compiling summaries of data from office records; ability to manipulate an alphanumeric keyboard for purpose of operating automated record keeping system; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; good judgment; clerical aptitude; ability to get along well with others; physical condition commensurate with duties and responsibilities 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 general clerical experience, including or supplemented by six (6) months of commercial driving experience.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for the one (1) year of general clerical experience. There is no substitution for the six (6) months of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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: (1) possession of the appropriate motor vehicle license, issued by the New York State Department of Motor Vehicles, if the incumbent is required to operate a school vehicle in the transportation of children; (2) incumbents required to drive must be at least twenty-one (21) year of age. The appointing authority is responsible for ensuring that the candidate meets these conditions.

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.