

CLERK/TRANSPORTATION DEPARTMENT
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Performs office work in the Transportation Office of Southern Westchester BOCES; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Supervisor of Transportation, performs a variety of office clerical duties of average difficulty related to the operations of a Transportation Office and Garage. Work performed requires limited judgement 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. Position is further distinguished from Clerk (all other school districts) classification in that incumbent may be required to drive a bus when needed so must maintain CDL license.

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.

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; tact; ability to get along well with others; physical condition commensurate with duties and responsibilities of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) 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; or (b) satisfactory completion of 30 credits at a recognized college or business school, and 6 (six) months of commercial driving experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of the appropriate driver's license to operate a school bus (CDL), issued by the New York State Department of Motor Vehicles at time of appointment.

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.