

ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION

SECRETARY II - TRANSPORTATION

POSITION: Secretary II -Transportation

REPORTS TO: Director of Transportation

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director of Transportation.

ESSENTIAL FUNCTIONS:

- Ability to communicate with parents, staff, bus drivers, bus contractors and other necessary parties in a calm and respectable manner;
- Ability to edit and mail letters;
- Understanding of Microsoft office products;
- Ability to use computer technology effectively;
- Ability to work well with other office staff;
- Considerable knowledge of school system reports, procedures, and processes;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to project a positive image to the public; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Answer and assist telephone callers;
- Greet and assist visitors to the Department of Transportation;
- Coordinate and communicate various items with other departments and schools;
- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc. as required and maintains appropriate files;
- Schedules appointments and arranges meetings;
- Update transportation databases as necessary;
- Assist in start of school year operations;
- Updates and organizes files and folders such as Board of Education policies and regulations;
- Provide parents/guardians with bus stop information;
- Provide schools with bus route information;
- Direct callers and visitors to the correct transportation forms;
- Assist in preparation of Federal, State, and local reports;
- Researches bus complaints; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Further secretarial training is desirable;
- Three years of general office, clerical, or secretarial experience;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to employment);
- Thorough working knowledge of office technology, including office equipment and software;
- Considerable knowledge of school system reports, procedures, and processes;

- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;
- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees- Range 13 (\$34,877- \$52,764)

BARGAINING UNIT ELIGIBILITY: EASMC-ESP