Rialto Unified School District

TRANSPORTATION SUPPORT CLERK

DEFINITION

Under general supervision, performs complex and technical clerical tasks **including**

Ability to: Perform complex and technical clerical work requiring accuracy and attention to detail; prepare clear and concise reports; accurately interpret legal mandates, District policies, rules and regulations and apply them to a variety of operational procedures; effectively organize and coordinate the work flow of the unit; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; develop project time lines and meet deadlines; establish and maintain cooperative working relationships; exhibit a tactful and helpful attitude to persons of varying socioeconomic and educational backgrounds, including School Board members, District administrators, community members, parents, teachers, students and co-workers; remain flexible and work effectively in an atmosphere of frequent interruptions and changes in task priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: A minimum of three years of secretarial/clerical experience, preferably in an educational organization. **One year of experience performing responsible fiscal record management and duties involving manual and computer-assisted processes.**

Education: Verification of a High School diploma, a GED certificate, or a higher degree; coursework or training in business practices, word processing, automated record management,