

Summary Class Title: Transportation Administrative Assistant (Class Code: 8906)

Basic Function:

The Transportation Administrative Assistant will serve as a vital member of our department, responsible for processing transportation route and operation data, training transportation staff in computer terminal use, and providing essential clerical support. The individual in this position will also assist in dispatching and support duties within the department.

Representative Duties:

The Transportation Administrative Assistant will perform a range of duties, including but not limited to:

- Compiling and inputting data, and generating and retrieving reports from the computer database.
- Receiving and processing route and operations data.
- Operating two-way radio base stations and paging systems as required.
- Communicating with department employees and responding to routine requests or emergency situations.
- Maintaining files and records, adhering to established guidelines and procedures.
- Communication with external organizations, businesses, government entities, and local authorities, as needed.
- Providing assistance and information to parents, supervisors, school administrators, and department employees.
- Performing various clerical support duties, such as typing correspondence, answering phones, and preparing reports.
- Operating standard office machines and handling stock and repair parts.

Knowledge and Abilities:

The ideal candidate for this role should possess the following knowledge and abilities:

- Knowledge of record-keeping techniques, computer terminal operation, and data entry.
- Proficiency in oral and written communication, health and safety regulations, and modern office practices.
- Interpersonal skills, including tact, patience, and courtesy.
- Familiarity with two-way radio operation, standard office machines, and telephone etiquette.
- Understanding of laws, rules, and regulations regarding procurement, stocking procedures, inventory control, and stock accounting.
- Ability to follow directions, work cooperatively with others, and maintain routine records.

Education and Experience:

The successful candidate should have a high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. Additionally, the individual should have two years of clerical experience involving the use of a computer and possess a valid Kentucky driver's license.

Contracted days-180

Hours per day 7

Classified Salary schedule Pay description same as Administrative position (school level)

0-4	5-9	10-14	15-19	20+
\$14.48	\$14.92	\$15.52	\$16.38	\$17.05