

**Poquoson City Public Schools**  
**JOB DESCRIPTION**

**TITLE: Operations Clerk**

This position is \_\_\_ exempt or X non-exempt

**PRIMARY FUNCTION:**

Performs a variety of complex and routine office procedures by using work processing, typing, clerical organizational, and data management computer skills with minimal supervision; works independently; self-motivated.

**MINIMUM QUALIFICATIONS:**

- High school graduate or equivalent; experience in progressively responsible positions, preferable in a business office or school system.
- Must possess a valid driver's license issued by the Commonwealth of Virginia.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard office practices and equipment.
- Demonstrated knowledge of standard document formats and specific document formats used in assigned area; exhibits use of correct English grammar, spelling and punctuation; ability to interpret and apply policies and procedures; ability to plan and manage assigned functions.
- Proficiency, in use of word processing software as exhibited by use of all program functions routinely used in the office, including some advanced features; proficiency in use of spreadsheet software as exhibited by use of beginner and intermediate level program function; initiative/ability to learn other computer programs as required; possesses keyboarding skills with which to produce accurate work in a time efficient manner.
- Ability to maintain effective working relationships with others; professional attitude and good communications skills to deal with members of the general public.
- Must possess a CDL with school Bus endorsements
- Must have or obtain DOE Bus Trainer Certification

**GENERAL PERFORMANCE RESPONSIBILITIES:**

- Operates specialized software applications installed to collect and analyze data used by the Executive Director of Operations in managing support operations.
- Assists Executive Director of Operations by accepting those responsibilities, which the supervisor feels appropriate to delegate.
- Supervises the process and tracks to completion work orders.
- Prepares and maintains bus routes
- Reviews hours worked for transportation and maintenance employees and updates sick leave balances.
- Prepares and maintains transportation books for each transportation employee.
- Provides assistance to the Supervisor of Transportation as instructed by the Executive Director of Operations.
- Maintains current list of division's fixed assets.
- Maintains current list of division's inventory.
- Supervises the division's triennial census
- Prepares the division's Request for Proposal's (RFP).
- Assists the finance department as necessary using accounting system (RDA)
- Serves as the division's mail courier; picking up interoffice mail from each school and picking up mail from the U.S. Post Office and distributing it on a daily basis.
- Serves as a Bus driver in an emergency
- Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and appointment length 248 days

**REPORTS TO:**

Executive Director of Operations

**EVALUATION:**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

**APPROVED BY THE SUPERINTENDENT**