

Transportation Routing and Scheduling Support Clerk

Position Details

Class Code: 0350

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, prepares/processes reports and maintains various data files required for computer-assisted routing/scheduling support systems, with an ability to interpret and explain student transportation procedures.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares, maintains, and distributes route information/data based upon criteria established by Transportation Routing and Scheduling Office.
2. Prepares reports and correspondence for Transportation Routing and Scheduling Office action.
3. Corrects time reporting data and confirms clock times based on planned data provided by the computer-assisted routing and scheduling support systems.
4. Prepares routing/scheduling maps and reports as directed by Transportation Manager.
5. Distributes routing and scheduling data in accordance with the schedule established by the Transportation Manager.

6. Conforms to safety standards, as prescribed.
 7. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves preparing routing reports, providing scheduling support, and verifying employee time reporting data.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of practices and procedures involved in transportation scheduling.
 2. Knowledge of data processing and time reporting procedures.
 3. Ability to plan and organize work.
 4. Ability to work independently with limited supervision.
 5. Ability to accurately interpret/explain procedures, both verbally and in writing.
 6. Ability to take independent action, when required.
 7. Ability to work flexible hours and shifts.
 8. Ability to read, print, and interpret student routing data and reports.
 9. Ability to recognize and report hazards and apply safe work methods.
 10. Ability to operate basic office equipment and effectively learn software applications applicable to the position.
 11. Ability to maintain effective working relationships with Clark County School District employees.
 12. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
 13. Ability to accurately perform routine mathematical computations.
 14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of complex clerical experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

One (1) year of experience in student transportation operations and/or time reporting.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – schools and department offices.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/21/23
- Created: 02/05/82