

ACCOUNT CLERK/TRANSPORTATION ASSISTANT (SPANISH SPEAKING)

GENERAL STATEMENT OF DUTIES: Keeps financial records and accounts and assists in the administration of the school district's transportation operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level administrator, an incumbent of this position performs clerical work of average difficulty in connection with a variety of financial records and accounts and performs clerical and liaison work related to the transportation operation. Incumbents must interact with a significant Hispanic population and, as such, must be fluent in both the Spanish and English language, providing interpretive and information services. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages;

Edits invoice extension and totals;

Posts to ledger and budget accounts and voucher register;

Audits routine claims and/or cash reports;

Collects money where the procedure is routine;

Prepares reports covering items handled;

Checks bills against vouchers and orders to determine the correctness of prices and quantities;

Gives information to inquirers either in person or over the telephone;

Maintains card index and other files;

Assists bus company, transportation provider or district Supervisor of Transportation with the preparation and review of routes and schedules;

Receives complaints as to transportation matters and recommends necessary corrections and adjustments;

Checks official mileage for special transportation requests;

Completes contracts for review with attorney in order to insure proper state aid reimbursement;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in the preparation of state transportation reports on bus routes;

Assists with drafting specifications for transportation bids from private bus companies;

Assists in determination of student's eligibility to ride on school buses in accordance with the District's policy;

Acts as liaison between principals and bus companies for field trips;

Confers with surrounding districts regarding pooling transportation;

May keep records of requisitions and bills;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of the procedures used in keeping financial records, and in handling and recording cash; familiarity with standard transportation methods and local traffic conditions; skill in the operation of adding, computing and other office machines; ability to read, write and converse fluently in both the Spanish and English languages; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out oral and written directions; ability to make rapid and accurate computations; ability to interact with the public; accuracy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: **Graduation from high school or possession of a high school equivalency diploma and either: one year of clerical experience, including or supplemented by six (6) months of financial record keeping experience; or (b) five years of clerical experience, including or supplemented by six (6) months of financial record keeping experience;** or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts

J.C.: Competitive

Job Class Code: S722