Position Summary
Under general supervision, provides diversified clerical support for the Bus Division which may include: typing, word processing, answering telephone calls, photocopying, record keeping, filing, ordering of supplies, faxing and other office tasks, and other duties as assigned. Requires use of independent judgment, initiative, and a working knowledge of standard office practices and procedures to carry out day-to-day activities. All clerical positions have supervision available in non-routine circumstances.

Essential Responsibilities
- Proofread and check typed correspondence for accuracy, completeness, and compliance with departmental policies, and correct English usage including grammar, punctuation and spelling
- Compose routine correspondence and reports from brief instructions
- Order, stock, organize, and distribute office supplies
- Verify and process checks received for Bus Division to Accounting
- Data entry required at times
- Provide back-up coverage and assistance during administrative staff absences
- Maintain records and process forms such as personnel forms, purchase requisitions and orders, and forms specific to the Bus Maintenance Department
- Research and compile information from files or other sources
- Receive and screen visitors and telephone calls; provide factual information to other District staff, representatives of other organizations, and the public
- Open and distribute mail, may process outgoing mail, including certified mail at the Post Office
- Know and follow the safety and health rules and safe working practices applicable to his or her job
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required
Required Knowledge, Skills and Abilities

Knowledge of:
- Office practices and procedures, including the operation of a variety of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation

Ability to:
- Maintain confidentiality and appropriately protect information and documents required
- Compose business letters and prepare standard formats for typed and word-processed materials
- Use initiative and sound independent judgment within established guidelines
- Organize and maintain office files
- Type 40-45 wpm using personal computers
- Maintain records, compile reports and make accurate basic mathematical calculations
- Establish and maintain cooperative, effective, productive working relationships
- Understand and carry out oral and written instructions
- Organize work, set priorities, meet critical deadlines, and complete assignments with minimal supervision
- Enter and retrieve data using a computer and following established formats
- Use the MS Office – Outlook, Excel, Word, PowerPoint, and Access

Minimum Qualifications

Education and/or Experience:
- Two years of recent full-time position-related office experience in MS Office (such as Outlook, Excel, Word, Power point, and Access), supply ordering, and managing office calls.

Physical Requirement:
Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to lift boxes weighing approximately up to 40 pounds. Ability to climb ladders for storing or retrieving supplies. May sit for long periods of time at a personal computer. Routine use of computer, telephone and other office equipment.