



TRANSPORTATION CLERK

JC: CB175
PG: CLK-III
FLSA: Non-Exempt

PC: 021
BU: 15 (ATU)
Created: May 1988
Revised: March 7, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, provides a variety of responsible office and record keeping support for the Transportation Department; through established procedures, ensures that District stations and trains are staffed as appropriate; performs related duties as assigned.

CLASS CHARACTERISTICS

This class is responsible for the maintenance of comprehensive payroll, overtime, leave and availability records, thereby ensuring that all District revenue operations are fully staffed on operating shifts. In addition, incumbents provide office support to Transportation Department offices in the various yards. Positions are characterized by the presence of clear guidelines from which to make decisions, the performance of difficult clerical work involving the exercise of individual judgment and the availability of supervision in non-routine circumstances. This class is distinguished from the Senior Transportation Clerk in that the latter provides lead direction to a small group of Transportation Clerks in addition to performing complex clerical work.

REPORTS TO

This position reports to the Operations Supervisor.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Maintains detailed records regarding Transportation staff payroll, work schedules, leave statuses, overtime and related information for multi-shift revenue services by hand or using an on-line computer system.
2. Answers questions from supervisors, foreworkers and employees regarding shift coverage.
3. Provides general offices support in various yard locations (Daly City, Hayward, Richmond or Concord).

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4. Types correspondence, reports, forms, and specialized documents related to crew office functions from drafts, notes, dictated tapes, or brief instructions, using a desktop computer.
5. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage.
6. Prepares and updates a variety of reports, which may require the use of arithmetic calculations.
7. Maintains records and logs and processes forms; establishes and maintains office files.
8. Receives and screens visitors and telephone calls and takes messages.
9. Confers with accounting staff regarding payroll matters.
10. Operates standard office equipment.
11. Performs such office support activities as opening and distributing mail, maintaining posted information, processing outgoing mail, and ordering office supplies.
12. Receives, accounts for, and issues a variety of supplies and equipment.

QUALIFICATIONS

Knowledge of:

Office practices and procedures, including filing and the operation of standard office equipment.

Record keeping and report preparation principles and practices.

Basic business arithmetic.

Correct English usage, including spelling, grammar, and punctuation.

Business letter writing and the standard format for typed materials.

Basic business data processing principles as applied to payroll and scheduling functions.

Skill in:

Working effectively under stressful conditions, both individually and in a team situation.

Maintaining accurate records and files.

Making accurate arithmetic calculations.

Performing detailed clerical work accurately.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Understanding and carrying out oral and written directions.

Organizing and maintaining office files.

Composing routine correspondence from brief instruction.

Using initiative and sound independent judgment within established guidelines.

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Operating standard office equipment including a computer terminal and telephone answering equipment.

Working independently and setting priorities to best accomplish duties.

MINIMUM QUALIFICATIONS**Education:**

Possession of a high school diploma, GED or recognized equivalent.

Experience:

Two (2) years of (full-time equivalent) verifiable general clerical experience which has included the maintenance of detailed records and the preparation of reports.

Other Requirements:

Typing accurately at a rate of 35 net words per minute from printed copy.

Must be willing to work off-hours and weekend shifts.

WORKING CONDITIONS**Environmental Conditions:**

Office environment; exposure to computer screens.

Physical Conditions:

May require sitting, standing or walking for prolonged periods of time.

EEOC: 06**Safety Sensitive Designation: No**