



SENIOR TRANSPORTATION CLERK

JC: CB160
PG: CLK IV
FLSA: Non-Exempt

PC: 031
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 lead direction and training to a small group of Transportation Clerks; provides difficult and specialized office, payroll, crew scheduling, and record keeping support to District Field Services operations; performs related duties as assigned.

CLASS CHARACTERISTICS

Senior Transportation Clerks provide lead direction to other Transportation Clerks in addition to performing difficult and detailed record keeping and report generation duties related to the maintenance of comprehensive payroll, overtime, leave and availability records, thereby ensuring that all District Rail, Station and Support and Analysis operations are staffed as appropriate. This class is not considered a supervisory class in that the selection and evaluation of employees is not assigned to this level. Senior Transportation Clerk is distinguished from the general office support classes in that the duties relate specifically to record keeping and staffing support to Field Services activities.

REPORTS TO

This position reports to the Operations Supervisor.

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

1. Provides lead direction, training and work review to Transportation Clerks, who may be assigned to another shift.
2. Organizes work, sets priorities and standards, and follows-up to ensure coordination and completion of assigned work.
3. Maintains detailed records regarding Field Services staff payroll, work schedules, leave status, overtime and related information for multi-shift revenue services.
4. Initiates a variety of forms related to status changes, locations, cost center or work assignment changes, etc.

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5. Answers questions for supervisors, foreworkers and employees regarding payroll, leave and related personnel matters, including applicability of specified contract provisions.
6. Types correspondence, reports, forms, and specialized documents related to crew office functions from drafts, notes, dictated tapes, or brief instructions, using a desktop computer.
7. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage.
8. Prepares and updates a variety of reports, which may require the use of arithmetic calculations.
9. Establishes and maintains office files; reviews invoices and purchase requisitions.
10. Receives, issues and monitors supplies and equipment.
11. Compiles a variety of special reports.
12. Confers with accounting staff regarding payroll matters; operates standard office equipment.
13. Compiles or directs the compiling of special reports.

QUALIFICATIONS

Knowledge of:

The procedure for assigning transportation personnel.

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. Basic supervising principles and practices; District and department rules and regulations.

Skill in:

Organizing, prioritizing, and coordinating work activities; 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 instructions.

Using initiative and sound independent judgment within established guidelines.

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

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Providing training and lead directions to others.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Three (3) years of full time equivalent verifiable general clerical or office assistant experience, which has included the maintenance of detailed records and the preparation of reports; one year must include experience in preparation of payroll records and personnel assignment rosters.

Other Requirements:

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

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

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