

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COST CLERK I TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical and data entry work in the School System Transportation Department. Work involves entering data for equipment repair and parts order records into the State Vehicle Fleet Management System (SVFMS) as required by the North Carolina Department of Public Instruction; assisting in answering a 12-line telephone system; and filing various records of equipment repair and parts purchases. Employee is also responsible for entering records of rebuilt engines and parts and calculating cost; entering daily fuel use and odometer readings to maintain mileage records and assisting in preparing the annual parts and fuels inventory for the Annual Pupil Transportation Report (TD-1) as required by the North Carolina Department of Public Instruction. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Enters data for equipment repair and parts order records for school buses, service trucks, and all County vehicles into the State Vehicle Fleet Management System.

Verifies accuracy of parts purchased against invoice and enters into the State Vehicle Management System.

Files equipment repair and parts sheets, parts purchase records, records of rebuilt engines and other parts, maintenance, bus log records, and inspection records.

Calculates cost and enters data into the State Vehicle Fleet Management System for records of rebuilt engines and parts

Enters daily fuel usage data for all vehicles and odometer readings into the State Vehicle Fleet Management System.

Perform routine duties of Cost Clerk II in his/her absence.

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ADDITIONAL JOB FUNCTIONS

Assists in answering a 12-line telephone system; provides information and records information and directing calls.

Assists in coding Equipment Repair and Parts Order (TD-18) in the absence of the Service Manager.

Assists in preparation of annual parts and fuels inventory for the Annual Pupil Transportation Report (TD-1) as required by the North Carolina Department of Public Instruction.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years of experience or training in computers, bookkeeping, typing and other clerical/receptionist work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, check protectors, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

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Language Ability: Requires the ability to read correspondence, reports, invoices, vendor statements, accounting journals and ledgers, etc. Requires the ability to prepare correspondence, reports, checks, check registers, charts, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

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Considerable knowledge of arithmetic.

General knowledge of terminology used within the department.

General knowledge of departmental organization and operational policies and procedures.

Ability to use a variety of common office machines.

Knowledge of basic computer operations, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to answer 12-line telephone system.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

Ability to type accurately at a moderate rate of speed.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to exercise tact and courtesy in contact with County personnel, vendors and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.