



JOB TITLE	DEPARTMENT	REPORTS TO
Secretary II (Field Trips)	Transportation	Director of Transportation

Position No: 78091	Length of Work Year: 12 Months
Salary Schedule: V2G	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99; 3/24/22

JOB GOAL
To perform secretarial and clerical work which may involve delegated administrative support duties. Job assignments include a variety of complex clerical tasks requiring independent judgment and action, including making frequent decisions in accordance with organizational policies and practices. Primary focus of the job is field trip scheduling/routing and not limited to other supportive functions within the Transportation Department as delegated from the department head.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent. 2. A minimum of two years of secretarial and/or clerical experience or an equivalent combination of training and experience. 3. Knowledge of office practices and procedures, grammar, spelling, Business English, and mathematics. 4. General office skills, work processing and data entry proficiency tests. 5. T.A.B.E. test or successful completion of one (1) year of college work. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To type correspondence, reports, and other materials on general or technical subjects. 2. To draft routine acknowledgments in response to inquires not requiring a supervisor's attention. 3. To take and transcribe dictation or transcribe from dictating equipment. 4. To set up and maintain files. 5. To maintain calendar for and remind supervisor of appointments. 6. To prepare forms independently. 7. To prepare duplicated materials. 8. To operate office copy machines and other office machines. 9. To furnish information and assistance to the public as requested. 10. To perform assigned tasks in a timely and efficient manner. 11. To prepare assigned tasks with a high standard of quality. 12. To create schedules, routes, maps and instruction related to field trips. Provide orientation to sites and logistics prior to field trips. 13. To work with each site coordinator to ensure all field trip procedures are followed, including proper use of request forms, permissions slips, bus requests, etc. 14. To book and manage transportation as needed and serving as primary contact for field trip related concerns. 15. To ensure all field trips are recorded and tracked on related tracking databases and calendars. 16. To facilitate established filed trip procedures with new staff, students, and guests. 17. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.