



Job Description

Job Title: Secretary II, Transportation

Position Code: UN22, MN22

Job Classification: Non-Exempt

Supervisor: Safety and Training Specialist

Pay Grade: 21

Contract Length: 245 Days

Job Summary

Position is responsible for providing clerical support for the Transportation Safety & Training Department.

Essential Duties

1. Serves as direct clerical support for the Transportation Safety Specialist and Master Trainers.
2. Provides customer service for incoming phone calls for citizens, parents and employees.
3. Maintain and track physical exam requirements for CDL licensed employees employed by the district.
4. Schedule employee physicals as a part of the Virginia State annual requirements for all department CDL employees.
5. Ensures DMV has updated information on employed CDL licensed drivers.
6. Become familiar with the usage of applicable department software to include Edulog, Field Trip Manager, GPS, Issue Trak, Time & Attendance and MUNIS.
7. Prepares statistical tables; correspondences, meeting notes, reports, bulletins, charts, questionnaires, requisitions, and other items as needed or requested.
8. Compiles information from various sources for records and reports.
9. Maintains a regular filing system for all Bus Driver training records.
10. Schedules the Accident Review panel to review the accidents and incidents that occur within a given period.
11. Create and maintain accident folders.
12. Maintain a notebook containing current driving record of all CDL employees as required by the DMV.
13. Inputs all complaints, concerns, and issues into the Issue Trak system.
14. Schedules interviews for candidates for the position of bus driver.
15. Attends district job fairs.
16. Track driver applications and analyze data.
17. Create employee files upon hire, ensuring all training documentation is included.
18. Complete the process through the DMV to be able to digitally check the driving records of district CDL drivers as well as individuals applying for the position of school Bus Driver.
19. Track driver applicants and analyze data.
20. Schedule employee physicals and monitor records for State & Federal CDL compliance.
21. Schedules all Virginia Department of Education annual training requirements to include American Heart Association First Aid Training, National Safety Council Defensive Driving and Summer Safety In-Service meetings.
22. Assist the Transportation Safety Specialist and Master Trainers with formulating In-Service agendas.
23. Collects the data in support of the Virginia State Safe Driving program for School Bus Drivers.
24. Assists Supervisor with preparing the Safe Driving Awards.
25. Assists with the planning and supports the annual School Bus Road-E-O.
26. Creates and updates various forms used by the Safety & Training department.
27. Must be available to work a variety of shifts.
28. Maintains a high level of confidentiality.
29. Models nondiscriminatory practices in all activities.
30. Must be comfortable using a computer.
31. Performs all secretarial duties as assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs other duties as assigned by appropriate supervisor.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma or GED. Must possess knowledge of standard office practices, procedures and equipment; familiarity with Mainframe and Edulog a plus. Must be proficient in Microsoft Word, Excel and Access. Must possess excellent verbal and written communication skills and have ability to establish and maintain effective working relationships with employees and the public. Ability to maintain confidentiality and demonstrate good judgment, tact and courtesy in difficult situations and with communications to the public. Ability to organize and maintain clerical records and to prioritize workload. Must possess strong organizational skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Transportation Safety and Training Specialist

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary II will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Transportation or other appropriate Administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 04/2025 SM