

Job Description  
**La Porte Community School Corporation**

**JOB TITLE:** Data Entry Clerk-Transportation

**Summary:** Compiles and maintains records within the Transportation Department. Completes assigned office activities of the Transportation Department by performing the following duties:

**Essential Functions:**

1. Operates computer terminal to input and retrieve data
2. Compiles and sorts documents such as invoices, payroll, and attendance reports.
3. Establishes and maintains inventory of office and garage supplies and materials
4. Verifies and posts details of transactions such as invoices for materials received, disbursed or placed in stock, payroll and attendance reports,
5. Answers telephone and provides information to callers or routes call to appropriate individual and places outgoing calls
6. Greets and assists visitors

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associate's degree (A.A.) or equivalent from a two year college or technical school; or six month's to one year related experience and/or training, or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals or groups of school employees or members of the public

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations:** Valid state driver's license(s)

**Other Skills and Abilities:** Ability to type (key board) at a minimum speed of 70 words/characters per minute. Additionally, have the ability to operate all common office equipment.

**PHYSICAL DEMANDS:** 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 accommodations may be made to enable individuals with disabilities to perform this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While there are no specific lifting requirements, this employee may be required to lift objects weighing up to 50 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.

The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, and objectionable fumes and air borne particles.

**TERMS OF EMPLOYMENT:**

Twelve month-271 day calendar, \$13,900.00-Secretary Class IV Benefits