



David Douglas School District #40

Classified Job Description

TRANSPORTATION PAYROLL SPECIALIST

Schedule: 12 months per year
Class: 13

POSITION PURPOSE

To maintain accurate and timely transportation staff time records to ensure timely and accurate payment of transportation employees.

NATURE AND SCOPE OF RESPONSIBILITIES

- Track and update daily transportation staff time records
- Report any irregularities such as overtime to transportation supervisor
- Assist the Payroll Clerk in receiving, recording, and processing all data required to produce the transportation's payroll
- Track vacation hours, personal and sick leave, and other variations from the regular work schedule
- Input data on computer terminal for all hours worked and leave hours taken
- Troubleshoot and maintain timekeeping software and timekeeping equipment as needed
- Develop bus route time standards
- Recap driver's time on a Bi-monthly basis and follow up with drivers on discrepancies noted
- Maintain a high level of ethical behavior and confidentiality when dealing with staff information
- Perform other daily tasks as required to maintain an efficiently run department
- Interact with district staff and other agencies in a congenial manner

QUALIFICATIONS

- High School diploma or equivalent (additional specialized training in bookkeeping/accounting and computer technology is desired)
- 21 years of age or older
- Possess a working knowledge of basic bookkeeping and accounting procedures and the ability to process all data required to maintain payroll records and accompanying reports
- Ability to post data and make mathematical computations rapidly and accurately, and to follow oral and written instructions with a high degree of accuracy
- Maintain a current Oregon School Bus Driver's license
- Ability to operate transportation communication equipment
- Skill in computer operation and use of computer programs involving word processing and spreadsheets; use of telephone, calculator, copier and other office equipment
- Ability to maintain the confidentiality of sensitive and confidential information related to personnel, district financial, collective bargaining and legal matters
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail
- Ability to work as a team member with the department staff
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with district staff and other agencies

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina in compliance with Oregon School Bus Driver license requirements. Ability to move freely to various locations around the office and other locations within the school frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting and exposure to outdoor weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.