CLASS TITLE: TRANSPORTATION/SPECIAL EDUCATION ASSISTANT I

BASIC FUNCTION:
Under the direction of the Transportation Coordinator, perform a variety of responsible clerical and accounting duties related to transportation and training employees; audit of contractor billings; prepare and process financial, statistical, and accounting documents, records, and materials related to the assigned functional areas; perform a variety of responsible clerical and record-keeping duties.

REPRESENTATIVE DUTIES:
Audit, and correct contractor invoices; separate charges for on-going community tips, CEC, and Gateway programs and services; review, track, audit and bill for field trips; E

Assist in preparing and maintaining budget and other financial records for assigned programs and functions; requisition office supplies and materials to assure adequate inventory levels; record expenditures for equipment, supplies and maintenance; arrange for payments, purchase orders, and other expenditure documents; E

Compile difficult and complex statistical and written reports from a variety of sources; assist in organizing materials for special projects; E

Communicate with VCOE and school district personnel, vendors, contractors, and the public to research transportation problems, answer questions, correct errors, and to resolve issues; E

Assure timely communications between department and VCOE employees and County, State, and federal agencies; make telephone calls to receive and transmit information; type memos, bulletins, letters and notices; E

Compose, prepare, and distribute correspondence, handouts, meeting agendas, and other materials independently or from oral instructions; E

Prepare and maintain a variety of complex records, time sheets, lists, and files records including confidential materials; E

Operate office equipment including a computer terminal, printer, typewriter, FAX machine, calculator and copier; E

Prepare and input data into computer system; E and

Perform related duties as assigned; E
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Advanced methods, procedures and terminology used in responsible clerical accounting work;
Procedures to generate invoices;
Financial and statistical record-keeping techniques;
Modern office practices, procedures and equipment;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Laws, rules and regulations related to assigned accounting activities;
District organization, operations, policies and objectives;
Interpersonal skills using tact, patience and courtesy;
Operation of office equipment, including a computer terminal with spreadsheet and database software applications; and
Telephone techniques and etiquette.

ABILITY TO:
Perform a variety of responsible clerical accounting duties related to transportation;
Audit, and correct contractor invoices;
Justify invoice adjustments;
Plan work and meet schedules and time lines;
Prepare and process financial, statistical, accounting and purchasing documents, records and materials;
Plan work and meet schedules and time lines;
Add, subtract, multiply and divide quickly and accurately;
Learn and apply policies, procedures, rules, regulations and State Education codes involved in assigned activities;
Work confidentially with discretion;
Answer telephones and greet the public courteously;
Perform clerical duties such as filing, typing, duplicating and maintaining routine records;
Operate computer equipment and type at an acceptable rate of speed;
Understand and follow oral and written directions;
Communicate effectively both orally and in writing; and
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school including or supplemented by course work in accounting or bookkeeping and two years clerical accounting experience maintaining computerized financial and statistical records.

LICENSES AND OTHER REQUIREMENTS:
Some positions within this classification may require a valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions.
PHYSICAL ABILITIES:
Vision to inspect financial or statistical records;
Hearing and speaking to communicate with VCOE and school district staff and the public;
Sitting for extended periods of time;
Walking to other departments;
Some climbing of small ladders;
Bending, kneeling and reaching to retrieve and file records;
Dexterity of hands and fingers to file and operate office equipment; and
Lifting boxes weighing up to 30 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.