

SPOKANE TRANSIT

POSITION DESCRIPTION

TIMEKEEPING SPECIALIST (F/R)

NATURE OF WORK

Perform responsible clerical duties, administrative support work and record keeping functions for the Transportation Department. Work requires the application of independent judgment and the use of initiative based on considerable knowledge of the functions of the department. Work frequently involves verbal and written communication with Spokane Transit personnel in the set up and maintenance of records and statistical data; and requires concentrated attention to assure accuracy and the prevention of errors, which, if not detected, can result in significant losses of time and/or money. Work requires the use of office equipment including computer terminals. Duties are sedentary in nature and are performed under average working conditions.

SUPERVISION

Position is under the general supervision of the Fixed Route Transportation Manager.

ESSENTIAL FUNCTIONS

Maintain various Transportation Department personnel time, attendance and other operational recordkeeping systems.

Example of Duties

Monitor, audit and input daily operator list modifications, including attendance, work assignment, hours of work, and availability for premium pay to assure accuracy of input in the preparation and finalization of payroll.

Verify operator attendance, hours of work and work assignments with Safety Loss Control, Training and other departments when operator is performing work other than that regularly assigned to a Coach Operator.

Track and enter mileage and hour variances on a route-by-route basis for monitoring quarterly and annual fixed route performance standards and the preparation of state and federal reports.

Assist the Transportation and Safety Loss Control departments in obtaining necessary Department of Motor Vehicle reports and in administering a system which assures that operators have a current and valid driver's license and are a scheduled by-annual physical examination.

Position Description
TIMEKEEPING SPECIALIST
Page 2

Assists the HR Department and Safety/Risk Department with information needed for FMLA, Washington Care and Employee Injuries.

Provide clerical and general administrative support to the Transportation Department.

Example of Duties

Establish and maintain operating files, records and technical data. Prepare and distribute bulletins, instructions, forms and other operating materials.

Maintain and revise schedule and paddle books in accordance with updates provided by the Routing and Scheduling Department.

Receive and coordinate requests for promotional bus service and prepare interdepartmental billings.

Provide answers to inquiries from drivers, supervisory staff and the general public regarding organizational policies, procedures and activities. Screen and route dispatch office's mail.

Follow-up on requests for repair or replacement of signs, benches and shelters.

Assist with the distribution of paychecks, surveys and notices to Coach Operators. Stock supplies and operating forms in the Dispatch offices.

Operate computer, ten-key adding machine, FAX machine, copier and other standard office machines.

Perform back-up or relief duties for the Transportation Administrative Assistant on a temporary, as needed basis.

Must be punctual, reliable and maintain regular attendance in order to contribute individually to the efficient and effective delivery of transportation service to the general public.

Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their Supervisor and/or Spokane Transit.

MINIMUM REQUIREMENTS

Training and Experience: Three years of clerical or secretarial work experience which included responsibility for maintaining time, attendance and/or other operational recordkeeping systems; two years of business education or training may be substituted for up to one year of the required work experience; or a combination of related work experience, education or training, which clearly demonstrates the applicant's ability to meet the requirements of the position.

Keyboarding Skills: Ability to keyboard accurately and learn various transportation computer and software systems.

Physical Capabilities: The physical activity of this position requires the ability to stoop, reach, finger and talk.

Must be able to hear well enough, with or without correction, to receive detailed information through oral communication.

Exert up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

Visual acuity to determine color, depth and field of vision.

Repetitive motions of wrist, hands and/or fingers.

SELECTION FACTORS

Working knowledge of public transportation systems preferred.

Ability to rapidly learn functions of Spokane Transit Fixed Route. Knowledge of city streets, landmarks, businesses in the Spokane area.

Considerable knowledge of modern office practices, procedures, machines and of business English, arithmetic and transit operations terminology and procedures.

Ability to rapidly learn the activities, policies and procedures related to the duties and responsibilities of the Transportation Department.

Ability to keep accurate and complex records, compose simple forms and perform routine office functions without constant direction.

Ability to establish and maintain good public and employee relations.

Ability to handle stress and continue to perform all duties and provide service to the public and STA's employees in a courteous, responsible and timely manner.

Working experience with Microsoft Office products such as Outlook, Excel and Word.

WAGE

The wage rate for this position is as provided for Timekeeping Specialist (F/R) in the ATU 1015 collective bargaining agreement.

AA/EEO

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

Position Description
TIMEKEEPING SPECIALIST
Page 5

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature