

Cypress-Fairbanks Independent School District

Data Entry Clerk - Transportation (1428)

JOB POSTING

Job Details

Title

Data Entry Clerk - Transportation

Posting ID

1428

Description

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Must be proficient in computer skills and familiar with Windows and word processing software.
3. Must have a background in maintaining vehicle repair records.
4. Should have knowledge of vehicle components and subsystems.
5. Must hold a clear and valid Texas Driver's License and have an acceptable driving record as determined by the Texas Department of Public Safety.
6. Must have the ability to work extended periods of time on the computer.
7. Must be able to drive a district vehicle for reasonable amounts of time.
8. Must be capable of bending, lifting and moving at least 75 pounds safely.
9. Must be proficient in verbal and written communication in English.
10. Follow District and Transportation Department policies and procedures.
11. Competency on CFISD proficiency test. (Score of **80** or above and a minimum of **45** wpm typing skills).

TERMS OF EMPLOYMENT:

250 Days

SALARY/PAYGRADE:

\$24,780 – CP2

Salary Range (based on experience) as set by the Board of Trustees for the school year 2016-2017

ESSENTIAL FUNCTIONS:

1. Create vehicle work orders in RTA, post parts and labor, close work orders when job is completed.
2. Prepare documents for scheduling preventive maintenance work and update completed work records.
3. Electronically maintain warranty records on vehicles and parts.
4. Electronically maintain fuel inventory records.
5. Build reports as requested; (i.e. end of week mechanic productivity, preventive maintenance work due, etc.).
6. Maintain a file of vehicle record hard copies.
7. Review, reconcile and process field trip itineraries.
8. Must practice reliable and regular attendance.
9. Must be capable of performing assigned task for an entire shift.
10. Float between Transportation Centers.
11. Pick up and deliver parts between centers as needed.
12. Serve as a special needs attendant substitute when needed.
13. Perform other tasks as assigned.

REQUIREMENTS:

After submitting an application, ALL applicants must register online for the proficiency test and bring educational credentials the day of testing. To register, click on link below and go to Step 4.

<http://www.cfisd.net/en/job-seekers/career-opportunities/para/>

APPLICATION INFORMATION:

Human Resources

Phone: 281-897-4189

Email: annette.escobar@cfisd.net

DEADLINE TO APPLY:

December 19, 2016 or until filled

Applications will be reviewed

Not all applicants will be interviewed

Hiring Managers may choose to email you regarding this application. Please monitor your email regularly for any communication.

Shift Type

Full-Time

Salary Range

Per Year

Location

TRANSPORTATION

Applications Accepted

Start Date

12/06/2016