



NOTICE OF POSITION OPENING

Tomball Independent School District

In keeping with the provisions of School Board Policy DC (Local), Paragraph 1, notice is hereby given of position openings in Tomball Independent School District.

POSITION: Billing/Payroll Specialist

LOCATION: Transportation

PAY GRADE: AS4

JOB NUMBER: 2009-04

QUALIFICATIONS: **Education/Certification:**
High School Diploma or GED
Pass criminal background check, bus driver physical
Driver "Record Check, as determined by DPS & Director of Transportation
Hold Texas Class B CDL with "P&S " Endorsement

Experience:
One-year clerical experience
Three years of experience in the field of Student Transportation (preferred)
Computer Literacy in Windows, Pentamation and 10-Key

Special Knowledge and Skills:
Ability to develop strong team approach to enhance morale and productivity
Ability to follow verbal and written instructions
Ability to transcribe written data to appropriate forms
Ability to use reasoning skills to solve problems
Ability to learn about Public School Transportation

CONTRACT PERIOD: 202 Days

SALARY: \$13.45 - \$16.11/hr

SUPERVISOR: DIRECTOR OF TRANSPORTATION SERVICES

EFFECTIVE DATE: Currently accepting applications

INTERESTED APPLICANTS SHOULD PRESENT THEIR APPLICATION TO:

Tomball Independent School District
221 West Main Street, Tomball, Texas 77375
Telephone: (281) 357-3100
beverlybeisert@tomballisd.net

Date Posted: 09/11/09