



## **JOB DESCRIPTION**

### **Data Processing Specialist - Maintenance**

#### **JOB DESCRIPTION:**

The Data Processing Specialist under the direct supervision of the Director of Maintenance, organizes and manages required work activities of the department and provides clerical services to ensure the efficient operation of the office.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year clerical experience in an office setting

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to use personal computer and software to develop spreadsheets and databases, and do word processing
- Proficient typing, keyboarding, file maintenance, and 10-key skills
- Ability to meet established deadlines
- Effective organization, communication, and interpersonal skills
- Ability to follow written instructions
- Ability to operate multi-line phone system

#### **DUTIES AND RESPONSIBILITIES:**

1. Assists the maintenance secretary in receptionist, telephone, and radio dispatch duties.
2. Demonstrates superior keyboard skills.
3. Demonstrates knowledge of IBM compatible systems.
4. Demonstrates ability to learn and adapt to various computer programs.
5. Submits warehouse requisitions to Purchasing Department for supplies.
6. Processes completed work orders; and keeps current monthly files in maintenance department.
7. Operates multi-positioned telephone switchboard to relay incoming/outgoing and inter office calls.
8. Prepares reports as required for man hours use, materials use, and work order status.
9. Maintains a record of equipment assigned to each craft, vehicle, and individual.
10. Prepares spreadsheet reports using Excel and work order system.
11. Assists with time cards and leave of absence forms when needed.
12. Logs purchases from purchase orders to work order system.
13. Processes initial work order requests as needed.
14. Assists maintenance secretary as necessary.
15. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work prolonged or irregular hours, may travel in district.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment and multi telephone switchboard

**Paraprofessional Pay Grade: 6**

**Salary Range: \$11.74 min./ \$14.68 mid./ \$17.61 max.**

**Days: 240**

**Wage/Hour Status: Nonexempt**

**Updated: September 2, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*