



JOB DESCRIPTION **Temporary Bond Project Clerk**

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The Temporary Bond Project Clerk, under the direct supervision of the Facilities Planning Director, maintains and organizes the project files to include: design construction documentation, architectural drawings, pay applications and records, requests for information, vendor cost submittals, samples and literature, and general office files; digital archiving of all of the above.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year clerical experience
- Background in architectural record keeping preferred

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient typing, keyboarding, and file maintenance skills
- Understanding of construction documentation
- Ability to organize records and documents following established filing system
- Effective organizational and interpersonal skills
- Ability to work well with consultants and vendors
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Answers phones and responds to visitors.
2. Maintains the inventory of documents, drawings and records.
3. Effectively manage the flow and retrieval of project records.
4. Distributes information and copies records as required for project development.
5. Responsible for the daily clerical tasks necessary to maintain and inventory records.
6. Assists in the yearly inventory of records, documents, materials and equipment.
7. Maintains the general office files.
8. Prepare and keeps such reports as may be required by the director or other authority.
9. Responds appropriately to requests for information/action.
10. Completes necessary forms for documentation of records requests and requests for action.
11. Keeps current list of projects and files
12. Disseminates information to department and district personnel regarding projects, plans, etc.
13. Maintains web site information.
14. 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 concentrate, interpret procedures and data, understand verbal instructions, read under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 44 pounds) on a daily basis, stand, works with frequent interruptions, and use of the computer.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic Office equipment
Personal Computer

Salary: \$10.11 per hour

Wage/Hour Status: Nonexempt

Updated: October 20, 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.