



JOB DESCRIPTION

Secretary to Maintenance

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The Secretary to Director of Maintenance, under the direct supervision of the Director of Maintenance, performs clerical duties to assure the efficient operation of the maintenance department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two to three years of secretarial experience preferred

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient typing, word processing, filing, radio dispatch, 10-key and clerical skills
- Effective organizational, communication, and interpersonal skills
- Knowledge of basic accounting principals
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Performs all receptionist duties for the maintenance organization.
2. Receives, sorts, and distributes mail to office staff.
3. Operates multi-positioned telephone switchboard to relay incoming, outgoing and inter-office calls.
4. Answers general information questions, takes messages, pages authorized personnel, and refers calls to appropriate schools.
5. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
6. Maintains personnel records on all assigned employees.
7. Schedules interviews for potential new hires.
8. Completes Exit/Resignation forms of employees – ensuring all equipment/keys/uniforms are accounted for.
9. Accepts incoming parcels.
10. Submits work requests via computer network.
11. Notifies utility companies and appropriate vendors for emergency services.
12. Maintains time cards, records for vacation, sick leave, overtime, etc. for payroll.
13. Maintains list of tools purchased for individual employees.
14. Completes Supplemental Pay forms for Summer Hires.
15. Accepts telephone requests for emergency and/or other maintenance services and refers them to the director or supervisors for distribution to proper craftsmen.
16. Maintains adequate stock of office supplies for the Maintenance Department.
17. Performs data processing functions in the absence of Data Specialist.
18. Maintains current record of all district keys held by maintenance employees.
19. 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 heavy weight (45 pounds or more), work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work prolonged or irregular hours, may travel in district, and statewide occasionally.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment, multi-telephone switch board, hand held radio

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 10, 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.