



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 1/88; 10/91; 8/92; 11/92; 3/93; 5/93; 11/94; 2/97;  
3/09; 10/12;6/18;11/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary IV, Payroll & Invoice Processing	<b>JOB CODE:</b> 487D
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Maintenance Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Executive Director, Maintenance Services	<b>PAY GRADE:</b> Rank IV (NC04)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs clerical duties related to the operation of Maintenance Services.	
<b>REVISION DATE(S):</b> 11/23	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: 2-years clerical experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication, customer service and multi-tasking skills, computer proficiency in one or more of the following: MS Word, Excel, web-based maintenance software applications.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Enters information into work order system; maintains daily work order files; generates work order reports as requested.
3.	Runs Bi-Weekly Employee Time Card reports from web-based timekeeping software; inputs hours worked, leave time and payroll adjustments; balances and verifies information input.
4.	Inputs and processes monthly procurement card transactions.
5.	Processes monthly invoice payments and maintains files for Maintenance HLS Service Contracts; records summary information on annual FY spreadsheet; prepares check requests and maintains files.
6.	Contacts Elevator and Fire Suppression vendors concerning repair work to be done; contacts Termite Service vendor concerning termite issues; enters work order and faxes to vendors; tracks and inputs work order completion information into system.
7.	Maintains Fire Marshall Violation Reports and associated maintenance work order files; tracks progress until work has been completed; notifies Public Safety Department.
8.	Collects and files monthly Emergency Light and Generator Reports; notifies appropriate supervisor if monthly report is not received.
9.	Processes GA Department of Labor invoice payments for inspections of water heater, boiler and elevators; processes permit applications for installation of new water heaters and boilers; maintains associated files.
10.	Collects and inputs utility bills into web-based software; sends invoices to Financial Services for payment; reconciles discrepancies and maintains associated files.

11.	Supplies temporary employee identification badges; maintains log book.
12.	Opens and distributes departmental mail; types memos and letters as requested.
13.	Performs duties of other office clerical personnel in their absence.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_