



EMPLOYEE NAME: _____

Revised: 1/88; 10/91; 8/92; 11/92; 5/93; 11/94; 2/97;
6/08; 10/12; 6/18; 11/23

JOB DESCRIPTION

POSITION TITLE: Secretary VI, Maintenance	JOB CODE: 487B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Administrative Employees
REPORTS TO: Executive Director, Maintenance Services	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs secretarial duties to all facets of Maintenance Services as assigned by the Executive Director, Maintenance Services.	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: 2 years responsible clerical experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication, word processing, math aptitude

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.	Places calls, logs and issues purchase orders for service of all instructional equipment.
3.	Places and logs trouble calls, orders, installations or changes for facility phone systems.
4.	Answers overflow telephone calls.
5.	Records and issues purchase orders for various service contracts.
6.	Maintains purchase orders, personnel files, correspondence, inventory and miscellaneous department files.
7.	Performs backup clerical duties in the absence of other office clerks.
8.	Types correspondence and other projects as needed.
9.	Enters data in computerized energy management system as requested.
10.	Prepares statements of maintenance budget encumbrances and expenditures.
11.	Assists with preparation of annual budget.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____