

Job Title: SECRETARY, MAINTENANCE
Reports to: Custodial Coordinator
Dept./School: Custodial Dept.
Wage/Hour Status: Non-exempt
Date Revised: August 16, 2021

Primary Purpose

Assist with daily operation of custodial office and provide clerical services to Custodial Coordinator.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM and file skills
Knowledge of correct English usage, grammar, spelling, and punctuation
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience

Three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, requisitions, and reports for custodial office.
2. Receive and process work orders and emergency requests for service.
3. Compile pertinent data to prepare various required state and local reports.
4. Maintain physical and computerized departmental files, including data and work orders.
5. Keep up-to-date files for all Custodial Department employees.

Phones

6. Answer incoming calls, take messages, and route them to appropriate staff; handle questions and requests that fall within level of responsibility.

Accounting

7. Perform routine bookkeeping tasks, including simple arithmetic operations to maintain department budget records.
8. Assist with preparation of purchase orders and payment authorizations.
9. Compile and report time records, including leave requests and reports, and prepare payroll on employees.

Data Entry

- 10. Input all supply and equipment purchase information in computer.
- 11. Input staff information in computer.

Other

- 12. Order office supplies for department.
- 13. Welcome all visitors and handle their requests or refer them to appropriate personnel.
- 14. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
- 15. Maintain a schedule of appointments and make arrangements for conferences and interviews.
- 16. Follow and abide by School Board and **Custodial** Department policies and procedures.
- 17. Perform other duties as assigned by supervisor.
- 18. Maintain confidentiality of information.

Safety

- 19. Operate tools, equipment, and machinery according to prescribed safety procedures.
- 20. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- 21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Supervisory Responsibilities

None.

EQUIPMENT USED

Typewriter, computer, printer, copier, calculator, fax machine.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____