

**Central Valley School District
Job Description #823**

TITLE **Central Office Secretary – Maintenance**

GENERAL SUMMARY

Provide secretarial support to the Maintenance Department

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Central Office Secretary – Maintenance may perform all or a combination of the following:

1. Efficiently operate the computerized work order management system to include production of all the related reports.
2. Utilize word processing skills to type accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, statistical data, work orders, etc.
3. Respond to the public in a cordial, courteous manner; answer telephone and radio; relay messages; schedule appointments.
5. Compose standard letters, memoranda, or reports independently or with little instruction in an accurate manner.
6. Assist in maintaining calendar, arrange appointments, meetings, and travel for the Director of Maintenance.
7. Provide support to assignment of custodial substitutes as requested.
8. Inventories and orders office supplies, and arranges for maintenance of office equipment.
9. Receives and assigns work order requests; determines if they are an emergency and if so, notifies the appropriate person. Monitors work orders as necessary.
10. Collects and reviews Maintenance personnel timesheets and action reports for accuracy and completion, and obtains the proper signature.
11. Maintains building information sheets, vehicle/tool loans, and delivery schedules.
12. Maintain functional filing systems, and personnel activity logs.
13. Exhibit confidentiality, initiative, creativity, and enthusiasm in performing job functions.
14. Ability to attend to detail and follow tasks through to completion
15. Perform related duties as required by the Director of Maintenance.
16. Ability to work independently with minimal supervision.

REPORTING RELATIONSHIPS

This position reports to the Director of Maintenance

MENTAL DEMANDS

Experiences frequent interruptions; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer.

QUALIFICATIONS

1. Demonstrated experience and knowledge of desktop publishing, spreadsheets, databases, mail merge, and electronic calendar using Microsoft Word and Excel amongst other programs.
2. Demonstrated successful office bookkeeping experience or two years District budget experience required with demonstrated ability to operate a ten-key calculator by touch.
3. Good organizational and communication skills.
4. Ability to manage and complete projects independently.
5. Excellent public relations and interpersonal skills.
6. A first aid card must be obtained within the first 60 days of employment.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 11/87
Revised 01/93
Revised 01/05
Revised 09/13