

Job Title: Maintenance Secretary
Reports to: Director of Maintenance
Dept./School: Maintenance

Exemption Status/Test: Nonexempt
Date Revised:

Primary Purpose:

Under minimal supervision, organize and conduct the routine work activities of the maintenance department and provide clerical services to the director of maintenance.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient keyboarding, data entry, word processing, and file maintenance skills
Knowledge of correct English usage, grammar, spelling, and punctuation
Knowledge of basic bookkeeping principles
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to prioritize workflow to address the multiple needs of the supervisor or department
Ability to multi-task numerous complex administrative activities
Strong organizational, communication, and interpersonal skills

Experience:
5 years secretarial experience, preferably in public education environment

Major Responsibilities and Duties:**Records, Reports, and Correspondence**

1. Prepare correspondence, memorandums, forms, manuals, requisitions, reports, and presentations for the director and other maintenance department staff.
2. Receive and process work orders and requests for emergency service.
3. Compile, maintain, and file all reports, records, and other documents as required including preventive maintenance data and work orders.
4. Set up and maintain secure convenience files on all department employees in accordance with state, federal, and district requirements. Coordinate file maintenance schedules with central office.

Phones

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

Accounting

6. Perform routine bookkeeping tasks and maintain department budget records in an accurate manner.

7. Order office supplies for department. Prepare purchase orders and payment authorizations as directed.
8. Compile and report time records, including leave requests and reports, and prepare payroll on department employees.

Other

9. Welcome all visitors and handle their requests or refer them to appropriate personnel. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
10. Maintain calendar of department activities and staff schedules and make appointments as required. Make meeting arrangements including arranging and setting up facilities and equipment and preparing materials.
11. Maintain confidentiality of information.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____