

**Central Valley School District
Job Description #824**

TITLE **Central Office Secretary – Maintenance Assistant Secretary**

GENERAL SUMMARY

Provide secretarial support to the Maintenance Department

ESSENTIAL JOB FUNCTIONS

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

1. Efficiently operate the computerized Maintenance Management System (MMS) 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. Serves as backup to Secretary of Maintenance in his/her absence.
4. Respond to the public in cordial, courteous manner; answer telephone and radio; relay messages; schedule appointments.
5. Maintain calendar, arrange appointments, meetings, and travel for the Supervisor of Maintenance.
6. Assign substitutes custodians.
7. Exhibit confidentiality, initiative, creativity, and enthusiasm in performing job functions.
8. Type purchase requisitions for the Maintenance Department. Record budget codes on invoices and purchase requisitions for the Maintenance Department. Process purchase requisitions and vouchers with the Business Office.
9. Perform related duties as required by the Supervisor of Maintenance.

REPORTING RELATIONSHIPS

This position reports to the Supervisor 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. High-level keyboarding and data entry skills. Must pass District keyboarding test at least 55wpm.
2. Skill in operating a variety of office machines.
3. Ability to operate a computer and to demonstrate proficiency in use of Word/Windows and Outlook.
4. Ability to demonstrate a basic knowledge of Excel and desktop publishing.
5. Skill in correct grammar, spelling and English usage.
6. Ability to proofread and make corrections.
7. Ability to perform mathematical calculations.
8. Ability to compose and format correspondence.
9. Required to maintain confidentiality.
10. Skill in office coordination.
11. Ability to train, assign and review the work of others.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

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

CLASSIFICATION HISTORY

Created 01/05
Revised 8/08