

## MAINTENANCE & OPERATIONS SECRETARY

CL:19

### **DEFINITION**

Under the direction of the Director of Maintenance & Operations performs secretarial/clerical work. Responsibilities include bookkeeping and invoicing; budget and expenditure reports; answering the telephone and relaying emergency calls; logging, distributing and tracking work orders; preparing and recording purchase orders; and coordinating work assignments for substitute custodial staff.

### **DUTIES**

1. Places and receives telephone calls and greets visitors; provides information or routes caller to appropriate staff member; takes messages. Evaluates problems to determine appropriate referral needed; forwards emergency calls to proper person immediately or determines who can respond to emergency.
2. Receives all work order requests; determines if they are an emergency and if so, notifies the appropriate person. Monitors work orders as necessary.
3. Creates Purchase Orders through the Escape Online 5 system.
4. Processes and follows up on purchase orders; maintains account balances ensuring that purchase order amount is not exceeded.
5. Receives and verifies amounts on packing slips; attaches slip to purchase orders. Receives invoices and matches them to packing slips and purchase orders; ensures that invoice has not already been paid; researches discrepancies; forwards to Accounts Payable.
6. Maintains confidential database of all staff, assignments, hours, etc. Types and processes appropriate paperwork and submits to Human Resources and Payroll departments. Reviews time cards for accuracy and completion. Receives, verifies and codes all timesheets. Tracks and records leave taken by employees through the Frontline Absence Management system, determining whether a substitute will be necessary. Assists with work related injuries, and submits paperwork.
7. Receives calls from custodial staff who will be absent from work; coordinates with Custodial Supervisor to determine assignments of substitute custodial staff. Schedules training for substitute custodians; refers serious problems concerning substitutes to supervisor for action. Calls employees to relay important messages.

## Maintenance and Operations Secretary

8. Composes, types, distributes, and files correspondence, reports, memoranda, and forms. Obtains, organizes, and summarizes data as requested.
9. Maintains departmental files, researches files as necessary to provide information. Arranges for fax and copier repairs as needed; maintains inventory of office supplies and orders as needed. Distributes departmental mail.
10. Performs a variety of related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE:**

- Knowledge of secretarial practices and procedures.
- Knowledge of correct grammar, spelling, and English usage.
- Knowledge of general bookkeeping procedures; ability to maintain accounting ledgers.

### **ABILITY:**

- Ability to operate a 10-key calculator.
- Ability to operate word processing equipment.
- Ability to learn the operation of a microcomputer and software programs.
- Ability to set up and maintain an accurate filing system.
- Ability to attend to detail and follow tasks through to completion.
- Ability to organize and set priorities.
- Ability to work effectively under pressure.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with staff and the public.

### **EXPIERENCE:**

The skills, knowledge, and abilities listed above would typically be acquired through two years (twenty-four months within the last ten years) of full time equivalent, paid secretarial/clerical experience.

Maintenance and Operations Secretary

**EDUCATION:** Completion of the twelfth grade or equivalent.

**OTHER:** Possess a valid California motor vehicle operator's license

**NORMAL TERMS OF SERVICES**

Eight hours per work day, twelve month per year

**IMMEDIATE SUPERVIOR(S)**

Director of Maintenance & Operations

**REPORTING SUPERVISOR**

Director of Maintenance & Operations

**REVIEWING OFFICER**

Director of Maintenance & Operations

