

JOB DESCRIPTION
Nebo School District

Secretary - Maintenance

Purpose Statement

The job of Secretary - Maintenance is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating and monitoring assigned activities; and providing information, recommendations and/or direction as may be requested.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Supervisor

Essential Functions

- Coordinates a variety of programs and/or activities (e.g. uniform purchase, time cards for part time employees, summer employment, seniority tracking, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains work order system for the purpose of ensuring that maintenance and repairs are performed in and costing/recharge is accurate.
- Maintains a wide variety of manual and electronic documents, files and records (confidential and non-confidential) (e.g. meeting minutes, materials received/sent, department/program budget data, employee records, financial records, etc.) for the purpose of documenting activities, complying with mandated requirements and/or providing up-to-date reference and audit trail.
- Monitors assigned departmental activities and/or program components (e.g. payroll, meetings, work order completion, etc.) for the purpose of ensuring that goals are achieved, target dates are met and financial, legal and/or administrative requirements are satisfied.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports, documents and correspondence (e.g. payroll reports, letters, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, expense claims, invoices, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to requests for emergency and non-emergency service from school and school system office staff for the purpose of evaluating situation and taking appropriate action.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office methods and practices including office application software.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt