

**Secretary Assistant - Maintenance**

**Purpose Statement**

The job of Secretary Assistant - Maintenance is done for the purpose/s of assisting in providing secretarial support to assigned administrative personnel; 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 Secretary

---

**Essential Functions**

- 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 (e.g. 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. meetings, work order completion, etc.) for the purpose of ensuring that goals are achieved, target dates are met.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Processes documents and materials (e.g. purchase orders, expense claims, invoices, etc.) for the purpose of disseminating information to appropriate parties.
- 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, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand 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 activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select 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 procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect 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

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

3