



EMPLOYEE NAME: _____

Revised: 1/88; 10/91; 8/92; 11/92; 3/93; 5/93; 11/94; 2/97;
3/09; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary IV, Payroll & Invoice Processing	JOB CODE: 487D
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Maintenance Services	WORK DAYS: 238
REPORTS TO: Executive Director, Maintenance Services	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs clerical duties related to the operation of Maintenance Services.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication, customer service and multi-tasking skills, computer proficiency in one or more of the following: MS Word, Excel, web-based maintenance software applications.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Enters information into work order system; maintains daily work order files; generates work order reports as requested.
3.	Runs Bi-Weekly Employee Time Card reports from web-based timekeeping software; inputs hours worked, leave time and payroll adjustments; balances and verifies information input.
4.	Inputs and processes monthly procurement card transactions.
5.	Processes monthly invoice payments and maintains files for Maintenance HLS Service Contracts; records summary information on annual FY spreadsheet; prepares check requests and maintains files.
6.	Contacts Elevator and Fire Suppression vendors concerning repair work to be done; contacts Termite Service vendor concerning termite issues; enters work order and faxes to vendors; tracks and inputs work order completion information into system.
7.	Maintains Fire Marshall Violation Reports and associated maintenance work order files; tracks progress until work has been completed; notifies Public Safety Department.
8.	Collects and files monthly Emergency Light and Generator Reports; notifies appropriate supervisor if monthly report is not received.
9.	Processes GA Department of Labor invoice payments for inspections of water heater, boiler and elevators; processes permit applications for installation of new water heaters and boilers; maintains associated files.
10.	Collects and inputs utility bills into web-based software; sends invoices to Financial Services for payment; reconciles discrepancies and maintains associated files.

11.	Supplies temporary employee identification badges; maintains log book.
12.	Opens and distributes departmental mail; types memos and letters as requested.
13.	Performs duties of other office clerical personnel in their absence.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____