# 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.
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<td>12.</td>
<td>Opens and distributes departmental mail; types memos and letters as requested.</td>
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<td>13.</td>
<td>Performs duties of other office clerical personnel in their absence.</td>
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<td>14.</td>
<td>Performs other duties as assigned by appropriate administrator.</td>
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Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________