



EMPLOYEE NAME: \_\_\_\_\_

Revised: 1/88; 10/91; 8/92; 11/92; 5/93; 11/94; 2/97;  
6/08; 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary VI	<b>JOB CODE:</b> 487B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Maintenance Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Executive Director, Maintenance Services	<b>PAY GRADE:</b> Rank VI (NC06)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs secretarial duties to all facets of Maintenance Services as assigned by the Executive Director, Maintenance Services.	

#### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years responsible clerical experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication, word processing, math aptitude

*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.	Places calls, logs and issues purchase orders for service of all instructional equipment.
3.	Places and logs trouble calls, orders, installations or changes for facility phone systems.
4.	Answers overflow telephone calls.
5.	Records and issues purchase orders for various service contracts.
6.	Maintains purchase orders, personnel files, correspondence, inventory and miscellaneous department files.
7.	Performs backup clerical duties in the absence of other office clerks.
8.	Types correspondence and other projects as needed.
9.	Enters data in computerized energy management system as requested.
10.	Prepares statements of maintenance budget encumbrances and expenditures.
11.	Assists with preparation of annual budget.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_