



## TECUMSEH PUBLIC SCHOOLS

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# Maintenance/IT Secretary

## Job Description

Internal & External Candidates Accepted

Immediate Supervisor: Directors of Maintenance & IT

### Required Qualifications:

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- High School Diploma/GED
- 2+ years Secretarial experience
- Knowledge of PO procedures
- Proficient with basic computer programs
- Organized
- Capable of multi-tasking
- Knowledge of TPS district a plus

### General Information/Duties:

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- Enter PO numbers
- Order parts as needed
- Stage parts for work orders
- Inventory custodial chemicals at Maintenance Building and order as needed
- Answer calls, take messages, route appropriately
- Maintain rapport with general public, and handle problems or concerns in a prompt and courteous manner
- Manage key distribution and collection
- Successfully advances district initiatives
- Other duties as assigned

### TECUMSEH PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

*The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, married or family status, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.*