JOB TITLE:	Clerk, Maintenance	**STATUS:**	Non-Exempt
REPORTS TO:	Director of Maintenance and Operations	**TERMS:**	261 Days/Non-Contract
DEPARTMENT:	Maintenance and Operations	**PAY GRADE:**	AS203

PRIMARY PURPOSE:
Provide clerical support to the Maintenance and Operations department.

QUALIFICATIONS:
Education:
High School Diploma or GED

Special Knowledge/Skills:
Strong organizational, communication and interpersonal skills
Ability to use software to develop spreadsheets, databases, and update records
Bilingual preferred

Experience:
Minimum of at least 2 years of office experience.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Handle daily operations of the maintenance/operations department, including answering telephones, filing, handling correspondence, sort and distribute mail, and serve as a receptionist for both offices.
2. Manage payroll for operations side of elementary campuses.
3. Input warehouse requisitions for operations supply orders.
4. Maintain monthly vehicle maintenance reports.
5. Input and manage work orders in TopDesk and FMX.
6. Assist Accounting Clerk with blanket purchase order call-in log.
7. Assist department employees with information relating to leave time.
8. Act as backup when department Administrative Assistant/Operations Clerk are out.
9. Maintain confidentiality of all information.
10. Use of Time Clock Plus (TCP) and Frontline systems accurately and consistently.
11. Perform other duties as may be assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours
Mental Demands: Work with frequent interruptions, maintain emotional control under stress

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____
Printed Name

_____
Signature

_____
Date