



Job Title: Custodial /Maintenance Clerk **Wage/Hour Status:** Non-Exempt
Reports To: Director of Maintenance &Facilities **Pay Grade:**
Dept. /School: Maintenance **Date Revised:** 09/28/2011

Primary Purpose:

Provide clerical and data input services to the department supervisors and other staff members. Assist in answering the phone in maintenance office, input 100+ completed work orders each day. Compile custodial payroll. Place custodial EDP orders. Input monthly utility usage data.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient typing, keyboarding, and file maintenance skills
Effective communication and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience:

Three years secretarial experience, preferably in public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence:

1. Input all completed work order data.
2. Tabulate and process all custodial payroll.
3. Input custodial EDP supply orders.
4. Input monthly utility usage data.
5. Maintain custodial call in log and dispatch substitute custodians as needed
6. Update forms used by Maintenance/Custodial staff as requested. Maintain inventory of forms by ordering from vendor as needed. Maintain form files

Other:

7. Assist in answering incoming calls, take reliable messages, and route to appropriate staff.
8. Assist in maintaining a schedule of appointments and make travel arrangements for supervisory staff.
9. Assist in receiving, sorting, and distributing mail and other documents to department staff.
10. Maintain confidentiality of information.

11. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, copier, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer.

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