

Job Description

Job Title: Secretary III – Custodial Services

Supervisor: Supervisor II - Custodial

Position Code: 4N26, DN26

Pay Grade: 19

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing a variety of clerical support.

Essential Duties

1. Responsible for word processing, spreadsheet creation, data and records management, answering telephones and other office duties.
2. Types letters; proofreads and edits all documents.
3. Prepares documents, memos and reports.
4. Creates databases and performs data entry and records management; maintains accurate files, records and documentation.
5. Answers calls in rotation with other office personnel, generating work orders, utilizing department's computerized maintenance management system.
6. Maintains daily ledger of employee absences and over-time. Processes custodial department payroll documentation and verifies time sheets.
7. Utilize the MUNIS ERP system for entering requisitions, approving invoices, posting receipts, processing check requests and purchase orders.
8. Utilize School Dude database system for tracking and reporting capabilities.
9. Operates and maintains all standard office machines such as faxes, telephones, copiers.
10. Orders and checks in supplies and materials.
11. Maintains inventory and distributes departmental shirts / jackets. Tracks purchase of safety shoes.
12. Manages pest control contract; Submits and tracks pest control requests for services.
13. Manages refuse removal contract; Submits and track trash/recycle requests.
14. Updates and maintains custodial employee files.
15. Coordinates custodial orientation and on-boarding of all new hires.
16. Tracks custodial budget balances and assists with budget planning.
17. Communicates with vendors for equipment/supply ordering.
18. Acts as a liaison between Area Supervisors and custodial staff.
19. Acts as a liaison between various departments and custodial staff.
20. Reconciles monthly invoices.
21. Assign and track daily substitute custodians.
22. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor II - Custodial or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or GED diploma. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Excellent keyboarding and computer skills. Proficiency in the use of Microsoft Office XP. Must be able to type 55 wpm with a high degree of accuracy. Ability to establish and maintain effective working relationships with other employees and have a demonstrated record of success with customer oriented communication skills both in person and by telephone. Ability to follow oral and written instructions. Must be self motivated and able to work independently.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Executive Secretary, Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary III will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date