



Job Description

Job Title: Secretary III
Position Code: 4N26, DN26
Job Classification: Non-Exempt

Supervisor: Maintenance Supervisor
Pay Grade: 19
Contract Length: 245 Days

Job Summary

Position is responsible for providing a variety of clerical support.

Essential Duties

1. Responsible for word processing, 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.
5. Performs data entry and records management; maintains confidential and accurate files, records and documentation.
6. Answers calls in rotation with other office personnel, dispatching maintenance workers, generating work orders, utilizing department's computerized maintenance management system.
7. Operates and maintains all standard office machines such as faxes, telephones, copiers.
8. Orders and checks in office supplies and materials; prepares small purchase authorizations.
9. Serves as "gatekeeper" of the department database and serves as a resource of knowledge to other staff, troubleshoots database issues as needed.
10. Responsible for reporting street light outages to Dominion Power and maintaining relevant records as needed.
11. Responsible for submitting Miss Utility tickets and communicating status of tickets to appropriate staff members as needed.
12. Acts as Safety Committee secretary, taking minutes and distributing minutes for the committee.
13. Coordinates on-boarding process for the department-Schedules interviews, prepares interview packets, aids new staff in obtaining pertinent items such as keys, security codes, etc.
14. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Maintenance Supervisor 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 any equivalent combination of experience and training including or supplemented by a course in typing or computers. 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: Maintenance Supervisor

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 Maintenance 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