

## Job Description

**Job Title:** Secretary III

**Supervisor:** Supervisor Custodial Services

**Pay Grade:** 22

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing a variety of clerical support in the custodial and maintenance department.

### **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, distribute departmental mail as needed.
4. Creates spreadsheets and performs data entry and records management; maintains accurate files, records and documentation.
5. Answers all custodial departmental calls, generates work orders as needed, utilizing department's computerized maintenance management system.
6. Will serve as a backup to maintenance secretary when needed (answering phones, dispatching techs, processing work orders).
7. Processes custodial department payroll documentation and verifies timecards, leave forms, overtime forms, etc.
8. Utilize the MUNIS ERP system for entering requisitions, approving invoices, posting receipts, processing check requests and purchase orders.
9. Utilize School Dude database system for tracking and reporting capabilities.
10. Operates and maintains all standard office machines such as faxes, telephones, copiers.
11. Orders and checks in custodial supplies and materials.
12. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Executive Secretary, 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 diploma or GED. 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. Strong PowerPoint and Excel skills needed. Must be able to type 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. Must be able to respond quickly to emergency and high priority calls.

**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:** Supervisor Custodial Services & Executive Secretary

*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 of Custodial Services 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:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_