

**Oroville Elementary School District
Job Description**

JOB TITLE: MAINTENANCE CLERK

SALARY LEVEL:	28	DIVISION:	Classified
DEPARTMENT:	Maintenance	LOCATION:	Maintenance Yard
REPORTS TO:	Director of Maintenance, Operations & Facilities		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	November 24, 1998
		REVISED	September 26, 2001
		DRAFT	February 14, 2018

SUMMARY: The Maintenance Clerk processes daily notices, mail, and general communications; types letters; handles freight, processes invoices; handles photocopying duties; and is proficient in the use of computer word processing and spreadsheet programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Receives shipments from vendors, checks items against purchase orders to determine status, and labels the freight for shipment to school sites.

Assists in determining the eligibility for payment of all invoices by vendor warrant.

Performs on-line computer tasks as directed.

Compiles and types statistical reports, purchase orders, supply requests, and maintenance work orders.

Does freight daily and processing of account payable invoices.

Checks all communications for completeness and accuracy of grammar and spelling.

Assists in maintaining a filing system.

Assists staff, when appropriate, in completing office related tasks.

Handles phone communications as position requires.

Makes copies of invoices, packing slips or other printed matter, as needed.

Assists in maintaining fixed asset inventory.

OROVILLE ELEMENTARY SCHOOL DISTRICT
JOB TITLE: MAINTENANCE CLERK
PAGE 2

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience. Experience in a school setting is highly desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Typing Certificate: 45 W.P.M. Net
Computer Skills in Microsoft Windows, including Word, Excel or comparable software programs. Knowledge of electronic email functions.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner. Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications.

PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

OROVILLE ELEMENTARY SCHOOL DISTRICT
JOB TITLE: MAINTENANCE CLERK
PAGE 3

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must frequently lift and/or move up to 25 pounds and must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate, however, due to local traffic conditions it may occasionally be loud. Due to the busy nature of a maintenance yard, the employee must be able to routinely work well under pressure and remain calm and tactful with vendors, community, and ~~the~~ staff.

PCC:slc
MAINTENANCE CLERK
previously business clerk