

**Position:** Maintenance Administrative Assistant  
(Office Support Level IV)

**Reports to:** Maintenance/Construction Supervisor

**Purpose:** To provide clerical office support assistance to  
Maintenance/construction services at the central office

**Nature of the Position:**

The employee in this position provides clerical support to directors. The person performs a variety of tasks and assignments, some complex, connected with instructional support services.

The employee must select and apply appropriate action based on established standards and guidelines. It is sometimes necessary for the employee to analyze facts and determine which procedure to use and then modify it appropriately.

The employee must occasionally lift and/or move heavy objects up to and including 50 pounds. Some out-of-county travel occurs when participating in regional and/or state level meetings and staff development activities. On some occasion, the employee must work some evenings and on Saturdays.

The employee must consistently use his/her hands in reaching, typing/keyboarding, etc. He/she must be able to sit for extended periods of time without fatigue or discomfort. The employee works in primarily an air-conditioned environment with a moderate noise level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the position. To perform this job satisfactorily, the employee must be able to perform each essential duty and responsibility satisfactorily.

**Performance Responsibilities and Duties:**

The employee performs the following types of clerical office support services. Assignment of additional duties may occur. The essential duties and responsibilities are:

**Public Relations:**

- Receive and record telephone messages for assigned program directors/coordinators
- Screen inquiries to identify ones to answer and ones to refer to another staff member
- Greet parents, visitors and the public at large. Ascertain nature of business and direct visitors to the appropriate person or office
- Provide limited information to the public which is common public information or has been established as such
- Assist the directors in scheduling appointments

**Office Management Services:**

- Read and route incoming mail daily
- Locate and attach appropriate file to correspondence to be answered by program directors/coordinators daily
- Prepare bidding documents
- File correspondence and other records and documents
- Compose and type routine correspondence
- Prepare outgoing mail
- Record minutes of staff meetings when asked
- Prepare and deliver packages/documents
- Arrange travel schedule and reservations for directors and maintenance personnel to attend training seminars.
- Place outgoing calls; receive and dispatch radio messages.
- Make copies of correspondence or other printed matter; prepare handouts for meetings/staff development activities.
- Compile various reports from several sources: type letters, purchase orders, reports, memoranda, charts, and other materials with speed and accuracy.
- Perform basic mathematical functions such as adding, subtracting, multiplying, dividing, and computing percent's.
- Maintain inventory of stock and materials.
- Maintain accurate and up-to-date files: Weed files of out-of-date materials, correspondence, etc.
- File insurance claims on school property from storm damage
- Maintain daily timesheets of maintenance personnel.

**Equipment and Inventory Management:**

- Operate common office machines (fax and photo static copying machines, calculator, multi-button telephone system, microcomputer, etc.)
- Order school furniture
- Work daily with Act 1000 Maintenance Program: receive and issue materials/custodial supplies.
- Receive and issue work requests from schools.

**Finance and Budget Management:**

- Assist in the maintenance of budget expenditure records.
- Receipt any monies received.
- Review and process payment applications for building contractors.

**Professional Practices:**

- Attend and participate in workshops and seminars to improve job competencies.
- Attend and participate in appropriate instructional support and staff meetings.
- Assist in planning and production of special functions involving central efforts.

<b>Classification:</b>	Nonexempt (FLSA) Office Hours (7:00 am – 4:00 pm)
<b>Employment Terms:</b>	12 months
<b>Salary:</b>	NC State Salary Schedule for Office Support Level IV
<b>Performance Evaluation:</b>	Performance to be evaluated annually by the Superintendent for Instructional Services or designee

**Minimum Qualifications:**

**Education:**

- Associates degree or higher

**Experience:**

- Five or more years of progressively responsible secretarial or clerical experience.

**Knowledge, Abilities, and Skills:**

- Possess a high level of stress tolerance
- Possess strong planning organization skills
- Possess a tolerance for ambiguity
- Able to establish and maintain effective work relationships
- Possess strong public relations skills
- Able to read and interpret documents operation and procedural manuals
- Possess effective oral and written communication skills
- Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Possess operational knowledge of basic microcomputer word-processing, database, and spreadsheets application program
- Must possess basic computer literacy skills
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Able to compute, rate, ratio, and percent
- Possess operational knowledge of common office equipment of common office equipment (reproduction, fax, calculator, etc.)
- Able to work in a high stress environment.
- Able to use correct grammar, vocabulary, spelling, punctuation and business English
- Able to type with speed and accuracy
- Able to understand and follow directions accurately
- Ability to stand 20% of the time without fatigue or discomfort
- Ability to walk 50% of the time without fatigue or discomfort
- Ability to sit 30% of the time without fatigue or discomfort
- Ability to lift up to 50 pounds
- Ability to carry up to 15 pounds
- Ability to push up to 60 pounds

- Ability to pull up to 60 pounds
- Ability to hear, see, and speak
- Possess appropriate stress management techniques
- Ability to work in air conditioned buildings under fluorescent lighting