



## David Douglas School District #40

### Classified Job Description

#### **SECRETARY III – OPERATIONS/MAINTENANCE SECRETARY**

Schedule: 12 months per year  
Class: 14

#### **POSITION PURPOSE**

To perform secretarial, clerical, and support services for the Operations Department Office.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Provide support to the District's Operation Manager
- Answer telephone calls, make appointments, receive visitors and answer inquiries or refer to appropriate person
- Clerical functions include scheduling sub custodians, recording use of various leaves within the Department, and tracking work orders/vandalism reports for the department
- Type correspondence and reports and maintain department files and records
- Maintain records regarding work orders and utility usage
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- Strong communication and language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation, keyboarding, and use of computer programs (IBM and Macintosh formats) involving word processing, spreadsheet and database. Specifically should be proficient with Excel, use of telephone, calculator, fax, copier and other office equipment
- Ability to learn new software procedures for Computerized Maintenance Management
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Knowledge of office practices and procedures and the organization and function of the district's department and schools
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending.

#### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.