



LOWELL JOINT SCHOOL DISTRICT

SECRETARY – MAINTENANCE & OPERATIONS

Classified Salary Schedule

Range: 23

JOB SUMMARY

Under general supervision, performs skilled secretarial and clerical work for the Supervisor of Maintenance and Operations; including organization of departmental activities, word processing and typing requiring independent judgment and discretion; and to perform other related clerical duties as assigned.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Serve as sole secretarial support to Supervisor of Maintenance and Operations; plan, organize and coordinate activities to relieve the Supervisor of routine administrative duties.
- Organize office function, systems and procedures; oversee the flow of clerical work, reviewing work and assuring deadlines are met; establish and maintain filing systems.
- Serve as receptionist and coordinate activities of the department; greet and screen visitors, explain policies, procedures and programs, provide directions and relay information.
- Maintain departmental budget, monitor expenses and maintain records.
- Type a variety of materials from verbal or written instructions.
- Coordinate communications between the Supervisor, other District staff and the public; schedule meetings, workshops and appointments as assigned; maintain calendar.
- Respond to inquiries from staff, District personnel or the community according to established procedures; provide information or direct to appropriate personnel; maintain confidentiality of sensitive information.
- Maintain a variety of specialized reports and records; maintain attendance and work records for department and various employees; format various documents and prepare spreadsheets as assigned.
- Process repair requests and issue work orders while managing the District's work order system.
- Order custodial supplies as needed.
- Keep office operational when management is out; coordinate assignments of substitute custodians and maintain their attendance records.
- Attend to injured employees in accordance with District policy and procedures.
- Operate a variety of office equipment including computer, facsimile machine, typewriter, copier, calculator and others as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures and techniques.
- Telephone and public relations techniques.
- Budget monitoring and control.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Business correspondence, report preparation and composition techniques.

Secretary – Maintenance & Operations

Board Approved: January 14, 2013

Board Approved: May 13, 2019 (was formerly Secretary Maintenance & Operations – Approved Facilities & Operations Secretary/ Technician)

Revised: November 18, 2022 (revised to former Secretary Maintenance & Operations)

Ability to:

- Perform difficult and complex clerical work involving independent judgment and requiring speed and accuracy.
- Compile data and prepare specialized and comprehensive reports.
- Operate a computer with efficiency to word process and for record keeping.
- Make clear and confidential reports and keep difficult records independently.
- Communicate effectively, both orally and in writing, displaying tact, patience and judgment.
- Type at a rate of 40 wpm.
- Establish and maintain cooperative and effective working relationships with others.
- Apply and explain policies, procedures, rules and regulations.
- Complete work with many interruptions, working independently with little direction.
- Meet schedules and timelines

Education/Training/Experience:

High school diploma or equivalent supplemented by coursework in general office practices and computer programs; three years increasingly responsible secretarial or clerical experience.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting most of the time, but may involve walking or standing for brief periods; ability to exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects; perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Mental Demands:

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with constant interruptions; and interact cooperatively with District staff, vendors, contractors, other organizations, and the general public.

Work Environment:

While performing the duties of this position, employees will work in an office setting where the noise level is usually quiet. Negative interactions with employees and vendors can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day

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