

**Dumas ISD**  
**Maintenance Secretary**  
**Job Description**

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**Job Title:** Maintenance Secretary

**Wage/Hour Status:** Nonexempt

**Reports to:** Director of Operations

**Pay Grade:** F

**Dept./School:** Maintenance and Transportation

**Date Revised:** 10-25-07

**Primary Purpose:**

Assist with daily operation of maintenance office and provide clerical services to director of maintenance.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient keyboarding and file maintenance skills

Knowledge of correct English usage, grammar, spelling, and punctuation

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

**Experience:**

Secretarial experience, preferably in public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare correspondence, memorandums, forms, requisitions, and reports for maintenance office using personal computer.
2. Receive and process work orders and emergency requests for service.
3. Compile pertinent data to prepare various required state and local reports.
4. Maintain physical and computerized departmental files, including preventive maintenance data and work orders.
5. Keep up-to-date files for all department employees.

**Phones**

6. Answer incoming calls, take messages, and route them to appropriate staff.
7. Answer incoming calls and handle questions and requests that fall within level of responsibility.



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**Accounting**

- 8. Perform routine bookkeeping tasks, including simple arithmetic operations to maintain department budget records.
- 9. Assist with preparation of purchase orders and payment authorizations.
- 10. Compile and report time records, including leave requests and reports, and prepare payroll on employees.

**Data Entry**

- 11. Input all supply and equipment purchase information in computer.
- 12. Input staff information in computer.

**Other**

- 13. Order office supplies for department.
- 14. Welcome all visitors and handle their requests or refer them to appropriate personnel.
- 15. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
- 16. Maintain a schedule of appointments and make arrangements for conferences and interviews.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Personal computer, printer, copier, and calculator.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_