

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: General Office Assistant (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien.
2. Reading comprehension skills; ability to follow verbal and written directions.
3. Physical ability to perform manual work.
4. Driver's license and vehicle.

REPORTS TO: Supervisor of Administration

JOB SUMMARY:

This is relatively responsible courier and custodial work. Work includes taking deposits to bank; obtaining bank drafts; picking up and delivering mail as well as housekeeping and yard maintenance. The incumbent of this position is responsible for the inventory of equipment and furnishings located in the Central Office. Incumbent must maintain sufficient stock of cleaning and sanitary supplies as well as coffee and soft drinks. Incumbent is required to perform daily maintenance of copier and may occasionally operate postage meter and copier.

ESSENTIAL JOB FUNCTIONS:

1. Picks up mail from post office each morning including certified mail and mail with postage due.
2. Delivers bank deposits to appropriate banks and obtain bank drafts as necessary.
3. Transports mail, etc., to and from Central Office, Covington Annex and Covington Curriculum Center.
4. Makes coffee; fills drink machines; purchases soft drinks, coffee, etc.
5. Cuts grass and clean debris from yard.
6. Does entire housecleaning for Central Office.
7. Keeps inventory of equipment and furnishings in Central Office.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. May operate copier and postage meter as needed.
2. Performs other duties as may be assigned by appropriate supervisor.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must have physical strength adequate to maneuver the van/truck.
4. Must have physical ability to perform manual work of loading and unloading van/truck.
5. Must be physically able to lift, push, carry, and store material, equipment and supplies.

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Dept.

Copy - Supervisor

Copy - Employee

(Rev. 11/07)