

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**Job Description**

**TITLE:** Maintenance and Custodial Secretary (FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U. S. Citizen or authorized alien
2. High School Diploma or its equivalent
3. Three (3) years experience in clerical work
4. Ability to type at least 40 words per minute and takes dictation at 80 words per minute
5. Computer knowledge in WordPerfect and Lotus 1-2-3

**REPORTS TO:** Director of Maintenance and Custodial Services

**JOB SUMMARY:**

This work involves the performance of complex and important clerical and stenographic operations, especially those pertaining to maintenance and custodial and requires the exercise of judgement based upon knowledge gained through experience.

This position requires the exercise of judgement in making decisions in accordance with School Board policies, delegation of projects, controlling the quality of outgoing work and the proper routing of incoming work. Must have the necessary skills in dealing diplomatically with problems that may arise in the daily operation of the school district.

**ESSENTIAL JOB FUNCTION:**

1. As secretary of the Director of a major department, takes and transcribes dictation, composes and types correspondence, interoffice forms, memoranda, purchase orders and reports.
2. Performs a variety of administrative tasks for the Director including organizing an appointment calendar, answering routine correspondence, and accumulating information for reply to requests by correspondence and/or telephone.
3. Examines, checks, and verifies complex statistical and other reports for completeness, propriety, adequacy and accuracy of computation.
4. Maintains office-filing system for supervisor and staff.
5. Maintains personnel records.
6. Works closely with principals in obtaining substitute custodial personnel
7. Works closely with principals and head janitors in ordering supplies and having supplies dispensed to schools.
8. May supervise small clerical staff.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Other related duties as assigned by Director of Maintenance and Custodial Services or designee

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform all job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift
4. Must tolerate periods of walking throughout the shift
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must be able to handle numerous duties:
  - A. Fine Motor Skills
    - 1) Typing
    - 2) Copying
    - 3) Adding Machine
    - 4) Computer
    - 5) Filing
    - 6) Binding
    - 7) Writing out forms
  - B. Grasping
    - 1) Manuals
    - 2) Boxes
    - 3) Journals

**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 for 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

**Original- Human Resources Department**

**Copy - Supervisor**

**Copy - Employee**