

SCHOOL DISTRICT OF FRANKLIN COUNTY  
JOB DESCRIPTION

**FACILITIES, MAINTENANCE AND TRANSPORTATION /  
SECRETARY**

QUALIFICATIONS:

1. High School Diploma or equivalent with clerical/bookkeeping training.
2. Computer proficiency.
3. Prior experience preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to meet with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO: COORDINATOR OF FACILITIES, MAINTENANCE AND TRANSPORTATION

**JOB GOAL**

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Maintain data files in the computer.
- 2) Operate office machines.
- 3) Type letters, forms, and reports.
- 4) Duplicate, assemble and distribute documents.
- 5) Maintain files, records, reports, answer telephone and distribute mail.
- 6) Act as receptionist when needed, greeting the public in a courteous and helpful manner.
- 7) Assist with inventory and property control.
- 8) Perform facilities, maintenance and transportation clerical and bookkeeping tasks.
- 9) Enter all transportation FTE.
- 10) Prepare for audits as necessary.
- 11) Assist in dispatch of drivers and communication of student transportation directives.

Inter / Intra-agency Communication and Delivery

- 12) Answer the telephone in a courteous and professional manner.
- 13) Distribute all incoming and outgoing mail.
- 14) Receive and route incoming telephone and radio communication.
- 15) Post notices of importance / interest to department personnel and the public.
- 16) Communicate effectively with the public, students, co-workers, and administration.
- 17) Respond to inquiries and concerns in a timely manner.
- 18) Keep supervisor informed of potential problems or unusual events.

Employee Qualities / Responsibilities

- 19) Demonstrate initiative in the performance of assigned responsibilities.
- 20) Model and maintain high ethical standards.
- 21) Follow attendance, punctuality, and proper dress rules.
- 22) Maintain confidentiality regarding school system matters.

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- 23) Participate in workshops and training sessions as required.
- 24) Maintain Positive relationships with parents and staff.

System Support

- 25) Perform data entry tied to student funding.
- 26) Provide clerical service for others as directed by the supervisor.
- 27) Prepare all required reports and maintain all appropriate records.
- 28) Follow all School Board policies and school policies and procedures.
- 29) Exhibit the interpersonal skills necessary as an effective team member.
- 30) Demonstrate support for the School District and its goals and priorities.
- 31) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 Month Personnel)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date