# San Benito Consolidated Independent School District

**Human Resource Office**
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291


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|---|---|---|---|
| **Job Title:** | Maintenance Secretary | **Exemption Status:** | Non-Exempt |
| **Reports to:** | Director of Maintenance | **Pay Grade:** | 04 |
| **Works with:** | District Personnel | **Days:** | 260 |
| **Dept/School:** | Maintenance Department | **Revised:** | 07/23/2020 |

**Primary Purpose:**
Under direct supervision of the Director of Maintenance, assumes responsibilities for orderly welcoming of visitors to the department, and aids in the efficient operation of the department.

**Prerequisites:**
- High school diploma or GED

**Special Knowledge/Skills:**
- Proficient skills in typing, word processing, file maintenance, and radio dispatch
- Effective organizational, communication, and interpersonal skills
- Ability to follow written instructions.

**Major Responsibilities and Duties:**

1. Acts as receptionist at the maintenance office.

2. Maintains confidentiality.

3. Answers the telephone in a pleasant manner.

4. Answers 2-way radio base and dispatch employee to emergency call.

5. Assists with typing and filing when necessary.

6. Assists the secretary, and data processing specialist when necessary.

7. Demonstrates knowledge of Mainframe system, Inventory, and work orders.

8. Assists in filing out injury reports.

9. Responsible for distributing phone messages to faculty and staff.

10. Other duties as assigned.

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

**Tools/Equipment Used:** Standard office equipment including personal computer and multi-line phone system, 2-way base radio

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 25 pounds)

**Environment:** Work indoors/outdoors and travel districtwide

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employees Signature: _____ Date: _____

Administrator Signature: _____ Date: _____