



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Secretary, Maintenance and Grounds**

**Reports to:** Maintenance Director and Grounds Director  
**Department:** Maintenance  
**Number of Days:** 12 Months  
**Compensation:** Hourly Grade 9  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** March 19, 2007

**Position Summary:** Responsible for all administrative functions relative to the Maintenance & Grounds departments; responsible for duties which encompass payroll functions and benefits; responsible for various accounting functions; responsible for data entry functions; and assisting the Director of Maintenance & director of Grounds as needed.

#### **Qualifications/Job Requirements:**

##### **Education:**

- High school diploma or General Education Development certificate/diploma

##### **Specialized Knowledge, Licenses, etc:**

- Computer skills including Outlook, Excel, Word, Power Point & Publisher

##### **Experience:**

- Minimum of 5-10 years job experience with customer service a plus

##### **Specific Training/Skills:**

- Computer and Typing skills
- The ability to compose letters and correspondence using proper grammar and punctuation
- Experience in Walker and Microsoft Word
- Must pass the TCC Secretarial Assessment test

##### **Physical Requirements (If Applicable):**

##### **Other:**

- Dependable
- Communicative
- Coordinate
- Cooperative
- Responsive
- Adaptable
- Must be a self starter, highly motivated, and have a positive attitude
- The ability to plan and coordinate work to complete assignments without direct supervision is a must

#### **Customer Contacts (Internal and External):**

Internal: Director, Supervisors, Forepersons, & Shop Employees

External: School/Site Principals, Staff & Administrators

#### **Essential Job Functions:**

- Will include, but not limited to: the tracking attendance and payroll for approximately (175) staff members, both monthly and hourly
- Completion of new hire paper work & personnel transmittals
- Reporting of work compensation claims
- Will be responsible for written reports and correspondence as well as writing Board Agenda items