



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Custodial Secretary- Maintenance and Ops

**Prepared Date:** 04/26/2022

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### **JOB GOAL:**

To assist the Department of Maintenance & Operations in the area of office administration in order to achieve the department goals of maintaining all school facilities in a condition of excellence.

### **TERMS OF EMPLOYMENT:**

12 month (245 days) contracts, Pay 802 Grade 07, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Minimum of a high school diploma required. Sixty (60) college hours preferred.
2. Three years of experience in the public or private sector in secretarial areas, including general office administration and associated duties.
3. Experience in standard office administration programs such as Microsoft Office modules.
4. Evidence of office organizational skills and general office responsibilities.
5. Evidence of strong skills in meeting and dealing with the public in a manner that will promote a positive image of the Little Rock School District.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provides general secretarial support to the department.
2. Responsible for receiving work orders, data input in an automated maintenance management system, and routing appropriately.
3. Maintains files and records on all custodial personnel.
4. Set up and operate an electronic system for maintaining records related to custodial schedules, staffing, and payroll.
5. Responsible for processing all newly employed custodial staff as well as custodial transfers.
6. Generates and transmits to Human Resources all changes in classifications status and assignments of custodial personnel and maintains and submits current custodial vacancies to be advertised.
7. Prepares and submits payroll for custodial personnel.
8. Coordinates employee assignments with contract substitute custodians and verifies hours worked.
9. Maintains files and records on all service bids and contracts for all custodial related functions.
10. Maintains records related to custodial supplies.



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11. Maintains records on various training for all District custodial personnel.
12. Processes all incoming and outgoing project correspondence and maintains a correspondence filing system.
13. Responsible for general secretarial support to the Director and office staff to include, but not limited to, correspondence, reports, mail distribution, arranging meetings, and filing.
14. Performs research assignments and prepares reports for construction and maintenance related projects.
15. Responsible for processing worker's compensation claims and medical leave for the Maintenance & Operations Department personnel.
16. Maintains records of boiler inspection licenses and certificates.
17. Processes office calls and messages for the department.
18. Performs all other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.