

HAZLETON AREA SCHOOL DISTRICT
Maintenance Department
Job Description

FINANCIAL SECRETARY I I

MR. CARL YORINA
DIRECTOR OF OPERATIONS

MR. ANDRE MARCHESE
FACILITIES DIRECTOR

MR. ED SHEMANSKY
ASST. SUPERVISOR OF BUILDINGS
& GROUNDS

POSITION GOAL

This position provides clerical support to the Maintenance Department by utilizing various programs including Navision, Maintenance substitute employee management system and electronic time clock systems.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Performs all aspects of processing Maintenance payroll including data entry using the electronic time clock system.
2. Processes bi-weekly payroll data for the department.
3. Verification of the department's employee absences through the substitute employee management system and schedules maintenance substitutes as required, on a daily basis.
4. Tracks and edits employee activity via the District's Time Clock Plus system on a daily basis.
5. Maintains all department employee files including employment applications (full-time and subs) ensuring all required paperwork is completed upon hiring.
6. Maintains day-to-day facility usage scheduling with School Dude FS Direct.
7. Maintains School Dude PM and work order program.
8. Assists the Facilities Director prepare for meeting and training sessions.
9. Assists the Facilities Director with the job interview process by preparing required materials.
10. Works in conjunction with the Financial Secretary I and cross trains for purpose of redundancy and oversight.
11. Possesses excellent clerical and phone skills.

12. Maintains a procedures manual for this position, reviewing annually and submitting revisions to supervisor at time of evaluation.
13. This Position Description does not express nor implies that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor(s).

QUALIFICATIONS

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, general business training and 5 years related experience. Associates degree preferred.
2. Proficient secretarial skills including, organizational skills with the ability to meet deadlines and maintain confidentiality.
3. Ability to communicate clearly and concisely both orally and in writing.
4. Ability to demonstrate diplomacy when dealing with community members, staff and external contacts.
5. Proficiency in Microsoft Office software including, Excel, Word and internet navigation.
6. Current Act 34, Act 151 and Act 114 clearances.
7. The person, while performing in this position, will be required to:
 - Use hands to finger, handle or feel objects, tools or controls and talk or hear.
 - Sit and occasionally be required to stand, walk, stoop, kneel and crouch.
 - Have specific vision abilities to include close vision and the ability to adjust focus.
 - Subject to inside office environmental conditions with moderate noise level.
 - Ability to lift and/or move up to 25 pounds.
 - Possess effective communication, judgment, mathematical, planning and human relations skills and to meet deadlines with severe time constraints.

TERMS OF EMPLOYMENT

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Hazleton Area Education Support Personnel Association.

VERIFICATION

The undersigned have read and concur with the information contained in this Position Description.

Position Holder _____ Date _____

Supervisor _____ Date _____

Approved _____ Date _____

The Hazleton Area School District is an equal Opportunity employment, educational and service organization.

March 16, 2010