

**TITLE: RECEPTIONIST AND MAINTENANCE SECRETARY**

**QUALIFICATIONS:**

- a. High School Diploma and higher with secretarial course work and/or equivalent experience.
- b. Shall have proficiency in typing and use of computer with working knowledge of Microsoft and Word Perfect.
- c. Shall possess excellent filing skills.
- d. Shall have experience in the use of the office machines, binders, copiers, fax, microfiche and postage meter.
- e. Shall possess effective oral and written communication skills.
- f. Shall have excellent telephone skills.
- g. Shall ability to relate to all people in a positive manner.
- h. Health examination for new part-time or full time :
  1. Chapter 122 Article 24-5 of the Illinois School Code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of physical examination and a tuberculin skin test, and if appropriate, and x-ray. The cost of such examination shall rest with the employee.
  2. Prior to employment, all non-certified personnel must have a physical examination.

**REPORTS TO:** Business Manager, Director Of Buildings Ground

**JOB GOALS:** Contributes to the efficient operation of the Central Office

**PERFORMANCE RESPONSIBILITES:**

- a. Operates telephone system at Central Office.
- b. Receives and distribute all incoming mail and packages. Stamps all outgoing mail.
- c. Receives and Distributes all in-district mail and packages. Stamps all outgoing mail.
- d. Distributes all the faxes.
- e. Properly receives bids the Business office.
- f. Maintains Xerox readings from all schools and the administrative office.

- g. Assists in payroll check distribution.
- h. Enters a variety of data on the computer such as, reports, billings, letters, etc.
- i. Composes, writes and produces letters, purchase orders, reports, documents and memorandums which illustrate good skills in usage, punctuation and clarity.
- j. Communicates with others in a professional manner at all times.
- k. Makes arrangements for routines and special meetings, appointments.
- l. Schedules and maintains a calendar of appointments, meetings, workshops, conferences, etc.
- m. Assists in securing substitutes in the maintenance office as needed.
- n. Informs the Director of Maintenance of all emergency communications from schools.
- o. Submits information regarding absences of the custodial and maintenance staff to the personnel office.
- p. Types purchase orders for the maintenance supplies and equipment.
- q. Handles purchasing of custodial supplies and equipment.
- r. Performs all other duties as assigned.

**TERMS OF EMPLOYMENT:** Works 12 months. Established by Board of Education after consideration of the recommendations of the Superintendent.

**EVALUATION:** Shall be evaluated annually by the Business Manager & Director of Buildings & Grounds