



Title:	Office Support/Clerical Assistant
Reports to:	Transportation/Maintenance Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

The employee's primary function is to independently follow established procedures and schedules for performing office management, clerical and secretarial duties associated with the plant operations and transportation/maintenance of school facilities.

Knowledge, Skills, Abilities, etc.: The employee must possess and demonstrate office management and clerical skills including the duties of receptionist, clerical assistant, bookkeeper, dispatcher, etc. Accurate typing skills, computer operation skills, accounting / bookkeeping skills, good communication skills, good organizational skills and the ability to maintain accurate records are essential. A basic education, high school diploma (or the equivalent) and at least two years secretarial & accounting training and five years successful experience in a similar office setting are necessary.

Specific Duties: He/she will be required to organize and manage the routine operations of the office and perform receptionist, clerical, accounting / bookkeeping, dispatching and other secretarial / clerical duties assigned by the transportation/maintenance directors including (but not limited to):

Receive visitors at the transportation/maintenance office.

Answer and log telephone and two-way radio messages coming into the transportation/maintenance office and relay messages to the appropriate personnel.

Assist with accurate record of employee's attendance/absence (annual leave, sick leave, etc.) and prepare monthly payroll information for the SCS payroll office.

Assist in generating purchase orders using the AS400 computer network to encumber funds for operating the plant operations and transportation/maintenance programs.

Prepare and process invoices for payment at the SCS accounting office.

Generates and process work orders through School Dude.

Oversee the Scheduling/Billing of activity buses for the county.

He/she will independently analyze situations arising during the work day and will be expected to use good judgment to prioritize and complete work assignments safely and expeditiously. He/she will be expected to use good oral communication skills and interact professionally with administrators, other school employees, students, and the general public. He/she must also be punctual and adhere to established working hours, attend work regularly without undue absenteeism, be productive and effectively manage time, and demonstrate a cheerful and cooperative attitude.

Physical Requirements: The employee must lift, maneuver and carry light weight objects (i.e., 10 - 25 lbs); operate office equipment, vehicles, etc. Good manual dexterity, good hand/eye coordination and good visual acuity are required.

Driving Requirements: The employee will be assigned a vehicle (when needed) for all necessary work related travel. A good/safe driving record and valid North Carolina license are required.

WORKING CONDITIONS

The employee will be subject to both inside and outside environmental conditions typical to Scotland County along with occasional exposure to fumes, odors, dusts, mists, oils, chemicals, equipment noise, etc. He/she will be required to function occasionally in close quarters (i.e., small enclosed rooms, narrow aisles, etc.) and in proximity to hazardous moving mechanical parts, electrical currents, ladders, scaffolds, power tools, mechanical equipment, tractors, forklifts, etc.