# JOB OPPORTUNITY

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Clerical Class III</th>
<th>Job Category:</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Clerical</td>
<td>Position Status:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>Warehouse Facility</td>
<td>Salary Schedule:</td>
<td>Class III</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Step - Clerical Salary Schedule</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Facilities Manager</td>
<td>Contracted days:</td>
<td>230 days</td>
</tr>
<tr>
<td>Outside Training Required:</td>
<td>No</td>
<td>Travel required:</td>
<td>None</td>
</tr>
<tr>
<td>Effective:</td>
<td>Upon board approval</td>
<td>Application Deadline:</td>
<td>Until filled</td>
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**Applications Accepted By:**

APPLICANTS MUST COMPLETE AN APPLICATION ONLINE AT:

www.hammond.k12.in.us

## Job Description

**General Role and Responsibilities:**
Organize, coordinate and manage the secretarial support necessary for the Operations Department. Interact directly, via phone or e-mail with school district employees and the public regarding the Operations Department. Process and maintain accurate records.

### General Skills and Qualifications:
- Possess competent secretarial skills including ability to operate office equipment
- Proficient use of Microsoft Office Suite Software (Word, Excel, Power Point, Outlook, etc.)
- Knowledge of approved bookkeeping, financial and payroll procedures
- Knowledge of School City of Hammond Payroll, accounting, & Financial software
- Ability to type 50 words per minute with reasonable speed and accuracy
- Must have excellent communication (written & oral), computer, and interpersonal skills
- Ability to prioritize and meet critical deadlines
- Ability to compose letters and documents with clarity and accuracy
- Ability to perform general mathematical computations with accuracy
- Ability to solve practical problems with a variety of variables, either by phone or in person

### Specific Responsibilities in This Position:
- Assist the Facilities Manager in preparing for product bids; tabulate bid results for school board approval
- Create and maintain the supply order forms to be used by the Custodial personnel
- Communicate with vendors regarding products and services provided; address shipping and pricing concerns
- Prepare and process purchase orders, travel claims and reimbursements
- Audit payroll for the custodial personnel; communicate any changes to the head custodian
- Address custodial concerns regarding their pay, absences, and benefit days
- Work with the Payroll Department to resolve any custodial payroll issues
- Prepare payroll and financial reports as requested
- Maintain accurate employee, payroll, & financial records
- Assist Facilities Manager with purchase order encumbrances
- Assist Facilities Manager in compiling data as requested from School City of Hammond attorneys
- Maintain and communicate accurate contact information to the police department and alarm company
- Prepare and process invoices for building use requests; submit payment to the Business Department
- Maintain accurate records of building use permits, invoices, and receipts
- Assist in coordinating the annual custodial seminar; prepare presentation, class materials and schedules
- Assist in revising the custodial handbook, safety contact manual, job descriptions, etc.
- Participate in staff meetings and provide input regarding departmental objectives and direction
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- Assist custodians when completing OJI reports as needed
- Train and assist newly rated custodians with payroll, products orders, computer use and operational procedures
- Order office supplies including specialty items for the Operations department
- Compose letters, documents, and prepare reports and spreadsheets as required
- Extract information from payroll and financial systems for analysis
- Prepare recommendation forms for hiring/promoting custodial employees
- Maintain accurate list of custodial employees including work location, position, work schedules, rates, transfers, vacancies, etc.
- Keep Facilities Manager and Operations Supervisor continually apprised of pertinent information
- Backup for the Operations Department secretary
- Make service calls when needed for repair of equipment
- May organize and distribute incoming and outgoing mail and packages
- All other duties as assigned by the Operations Department Administrators

Specific Skills and Knowledge for this position:
- Comprehensive knowledge of the Building Services Employees Statement of Policy
- Knowledge of conflict resolution, team building, & problem solving
- Must be self-motivated and able to work with little or no supervision
- Possess analytical/research skills
- Must be able to prioritize and manage multiple projects
- Possess cultural sensitivity and ability to build rapport with a diverse custodial staff
- Possess organizational, leadership, and decision making skills
- Must maintain confidentiality
- Must be flexible and willing to adapt to various circumstances on a day to day basis
- Must be supportive of department initiatives

Qualifications and Education Requirements:
High School Diploma or equivalent, 2 years of general secretarial experience. Supervisory/office management experience preferred. Bi-lingual abilities would be considered an asset.

Personal Attributes Desired:
- Dependability
- Confidentiality
- Trustworthy
- Professionalism
- Ability to maintain composure in stressful situations
- Ability to work independently
- Ability to communicate and serve a diverse population
- Ability to organize and prioritize
- Ability to multi-task
- Ability to meet assigned deadlines

Physical Requirements:
Candidate should be physically capable of successfully performing the essential functions of the position.

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:  Department of Human Resources  Date/Time:  11/10/2015