

**PUEBLO CITY SCHOOLS D60
NON-CERTIFIED JOB DESCRIPTION**

Job Title: Educational Secretary – Warehouse
Prepared Date: 7/15/2016
Revised Date: 7/2/2018
Work Year: 209 Days 9 hours per day
Department: Facilities
Reports To: Executive Director of Facilities
Salary Range: Educational Secretary Salary Schedule – Pay Grade 412
Benefits: Fringe Benefits based on PESPA Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Warehouse Secretary is to act as the warehouse receptionist in greeting employees and the public; Provide clerical support to facilities and warehouse personnel; Gather and compile all warehouse data and prepare financial transactions; Process warehouse work orders; Work with warehouse and facilities staff to complete all projects as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Three (3) years of secretarial/clerical experience
- Typing certificate at the rate of 40 W.P.M.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Experience/knowledge with warehouse management systems.
- Experience/knowledge in warehouse and facilities service support.
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Knowledge of large line item inventory systems (3,000-5,000 items) – receiving, distribution, physical inventory, and warehouse materials handling
- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform general office clerical work quickly and efficiently
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Ability to use standard database, spreadsheet and word processing software effectively. Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to organize and direct office services for a program unit
- Ability to make math calculations and computations accurately; ability to correctly check in materials
- Ability to maintain moderately complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions in English

ESSENTIAL DUTIES AND 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. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Prepare receiving documentation and note any discrepancies on purchase orders to complete delivery and acceptance process
- Occasionally physically receive incoming deliveries for warehouse, schools, and other departments
- Monitor stock balances and order stock items from vendors
- Operate large line item inventory computer systems – receiving, distribution, physical inventory, and warehouse materials handling

- Maintain confidentiality in all aspects of this assignment.
- Screen incoming calls for Warehouse and refer to appropriate staff for action.
- Complete warehouse work orders in Maintenance Direct software.
- Serve as back up in contacting substitute custodial staff for work as needed
- Perform general office duties and provide clerical support for warehouse foremen and operations personnel.
- Compile warehouse employee time reporting and verify absence records in conjunction with the employee absence tracking system for supervisory approval.
- Keep an accurate and up to date filing system, operate appropriate office equipment, make appointments, take messages, type correspondence, memorandums, reports, print materials, meeting notices, and other materials.
- Obtain price quotes from vendors
- Train District secretaries on placing supply orders in ALIO
- Assist District supervisors/principals with procedures in ALIO
- Provide coverage for Warehouse Service Window and accept deliveries when warehouse attendants are unavailable
- Work closely with Accounting regarding vendor invoice discrepancies/payments
- Provide audit review information
- Process item returns for restocking and inventory accuracy
- Perform department and district supplies purchases as necessary.
- Complete purchase orders, requisitions, check requests, initiate billing, facilitate reimbursements and reconcile vendor invoices with purchase orders.
- Follow all procurement card guidelines set by the district and correct discrepancies should they occur
- Call vendors for needed service and materials as directed by various departments
- Process mail (both out-going and in-coming).
- Use computer for word processing, E-mail, work orders, supply requests, purchase orders and data processing requests.
- Initiate query databases and run reports as needed.
- Post warehouse orders and receipts when necessary
- Post receipts to the purchase order receiving program
- Post/code tickets from Warehouse Service Window
- Enter job orders for Warehouse Services
- Post and process billing requests for stock taken from Warehouse inventory by outside organizations

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Facilities and/or Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

| Physical Requirements | NA | R | O | F | C |
|--|-----------|----------|----------|----------|----------|
| Sitting | | | | | X |
| Stationary Standing | | | X | | |
| Walking (level surface) | | | | X | |
| Walking (uneven surface) | | | X | | |
| Crawling | X | | | | |
| Crouching (bend at knees) | | | X | | |
| Stooping (bend at waist) | | | X | | |
| Twisting (knees/waist/neck) | | | X | | |
| Turn/Pivot | | | X | | |
| Climbing (stairs) | | X | | | |
| Climbing (ladder) | | X | | | |
| Reaching overhead | | | | X | |
| Reaching extension | | | | X | |
| Repetitive use arms | | | | X | |
| Repetitive use wrists | | | | X | |
| Repetitive use hands grasping | | | | X | |
| Repetitive use hands squeezing | | | X | | |
| Fine manipulation | | | | | X |
| Using foot control | X | | | | |
| *Pushing/Pulling Maximum weight: 50 lbs. | | | X | | |
| Lifting Maximum weight: 50 lbs. | | | X | | |
| Carrying Maximum weight: 50 lbs. | | | X | | |

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting.