

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:** Administrative Clerk

**DATE:** March 2013  
**REVIEWED:** January 2019

**PAY GRADE:**

**LOCATION:** Maintenance

**SUMMARY:** Under the direction of the department manager, performs a variety of clerical duties related to the administration of the Maintenance department and trades work order system.

**DUTIES:**

1. Acts as a representative of the department and a general liaison for schools, departments and the general public. Receives, evaluates and takes action on all telephone inquiries including school security protocols.
2. Operates a computer using a variety of software programs to prepare and process trades work orders, estimates, invoices, preventative maintenance and work history records, and project cost accounting. Selects, verifies, enters, stores and processes data from a variety of material, such as vandalism reports, inventories, correspondence, invoices, and purchase orders. Updates and edits stored information. Processes and/or prepares reports as required.
3. Coordinates the services of external organizations and/or contractors as may be required.
4. Prepares a variety of materials, such as correspondence, reports, records, requisitions, maintenance materials, lists, and statements. Composes correspondence subject to supervisor's approval. Provides back-up for other clerical positions within the department.
5. Opens, sorts, and distributes mail and handles outgoing mail and deliveries. Verifies incoming deliveries for accuracy, completeness and damage. Verifies packing slips and invoices.
6. Checks validity of entries on applicable budget items and purchase card transactions.
7. Maintains vehicle fleet records.
8. Creates and maintains appropriate filing systems.
9. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of grade 12 with course emphasis on business practices and procedures or equivalent training and experience.
2. One (1) year clerical experience, preferably in a maintenance or construction department dispatching maintenance calls, ordering materials, or other similar duties.
3. Ability to work under pressure with limited supervision. Must have excellent organizational skills and ability to take initiative.
4. Ability to operate office equipment and computer software programs with keyboarding skills at a minimum of 50 wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, contractors, suppliers and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	