

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Technology Secretary
EXEMPT:	No
SALARY LEVEL:	Per Classified Policy – Classified Clerical I
LOCATION:	Plymouth Schools Service Center
REPORTS TO:	Technology Director
LENGTH OF WORK:	7.5 hours per day / 200 days per year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. **Maintain service order database**
 - a. data entry processing of new and existing orders
 - b. print and prepare Technician's Daily Production Report
 - c. other data queries as instructed
2. **Type documents as assigned**
3. **File completed service orders and daily production reports**
4. **Answer telephone / check answering machine**
5. **Write up new service orders**
6. **Take message for technology staff**
7. **Assist Technology Director with Purchase Order process**
 - a. prepare written request for quotations and send to vendors
 - b. write up purchase requisitions, obtain signatures and P.O. numbers
 - c. fax requisitions to vendors when instructed
8. **Maintain checks and balances on budget accounts that the Technology Department is responsible to maintain**
9. **Obtain R.M.A. numbers from vendors and process items to be returned to vendors that are under warranty**
10. **Track open Purchase Orders and R.M.A.'s**
11. **Perform shipping/receiving duties for new product and returns**
12. **Use Word Processor to type Department procedure lists and other information**
13. **Process time cards for Technology Department**
14. **Responsible for tracking of computers and related equipment that are tagged with PCSC inventory stickers and reporting changes to the Administrative Assistant for the Superintendent**
15. **Other miscellaneous filing and related duties as needed**

16. Assist in maintaining inventory of spare parts and supplies
17. Maintain inventory of office supplies
18. Maintain a positive relationship with other staff, parents and students

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees or parents.

MATHEMATICAL SKILL:

Accounting background with ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Must be proficient in the use of computers for various office applications (Windows 98, Lotus Approach, GroupWise, Corel WordPerfect 8, Microsoft Word and Excel, Netscape Navigator, Internet Explorer.) Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, duplicating machine, copy machine, sorting machines, tabulating machines, tools, charts, forms, ledgers, schedules, text books, paper shredder.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

Two Hundred Twenty (220) days per year. Salary and benefits per Classified Clerical I.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

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