

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**CLERK, MAINTENANCE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida Driver's License.
- (3) Proficient in use of English language.
- (4) Must pass a proficiency test in typing earning a minimum score of forty (40) words per minute on a five minute test.
- (5) Ability to deal effectively with the public and other employees.
- (6) Experience as a secretary or clerk with a commercial firm or in a public school system.  
(College training may be substituted for this requirement)
- (7) Working knowledge of computers and computer software.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform general office work. Good communication skills. Ability to use computer and related software programs to accomplish assigned tasks.

**REPORTS TO:**

Director, Maintenance/Facilities

**JOB GOAL**

To provide general clerical work to assure the smooth operation of the District Maintenance Department.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assisting with and/or performing general clerical/secretarial activities.
- \* (2) Assisting with and/or preparing materials.
- \* (3) Process construction invoices for payment.
- \* (4) Maintaining school plans/specifications.
- \* (5) Compile information and generate Energy Management Report.
- \* (6) Assisting with end-of-year storeroom inventory.
- (7) Other duties as assigned by the Director of Maintenance.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**SALARY LOCATOR: Classified Personnel Salary Schedule**