

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Work Processing Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 OTBS
<b>REVISED:</b>	June 18, 2013		

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**BASIC FUNCTION:**

Perform a wide variety of responsible, technical-clerical duties pertaining to receiving, generating, and processing maintenance requests from school sites.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Receive and process work requests, and generate work orders for maintenance services using the District's Computerized Maintenance Management System (CMMS). Select and apply appropriate priority, trade, and job code using charts and guidelines. **E**

Communicate with district staff and public agencies to provide information, assist with questions and concerns, and explain school district regulations, policies, and procedures concerning maintenance work orders and requests. **E**

Monitor the status of work orders and update information as requested. **E**

Perform database searches and queries to locate, retrieve, and update data. **E**

Generate forms, letters, and reports, and purchase orders. **E**

Maintain operational records and business files and prepare reports. **E**

Operate standard office equipment, including desktop software applications such as Microsoft Outlook, Word and Excel. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to two years of recent, full-time or equivalent part-time, paid, office-clerical experience, preferably in a customer service environment.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard office-clerical procedures.

Reading and writing English communication skills.

**ABILITY TO:**

Learn maintenance and construction work procedures and terminology.

Understand and effectively use the District's Computerized Maintenance Management System (CMMS).

Communicate effectively orally and in writing.

Perform basic clerical computations.

Operate standard office equipment, including desktop software applications such as Microsoft Outlook, Word, and Excel.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 06.18.13

Revised 01.22.02

Job Code 6009

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