POSITION DESCRIPTION

TITLE: Facilities Clerk
LOCATION: Administrative Service Center
REPORTS TO: Director of Facilities
DEPARTMENT: Facilities

SUMMARY STATEMENT:
Under the supervision of the Director of Facilities, the Facilities Clerk will provide document control services for the facilities programs and assist with general clerical tasks in the department.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, via telephone, and in writing. Assistance with Maintenance department phones as needed.
2. Operate the computer, including performing data entry.
3. Assist in the preparation and maintenance of office records and files on subjects of critical importance and matters in progress.
4. Maintain Washington State Department of Labor and Industries requirements for prevailing wage and license and insurance compliance for all small works contractors performing work for the Facilities Department, including filing of notice of completion to State agencies.
5. Assist in the process of vendor invoices for payment, i.e. verify items received, services rendered, authorized signatures and account codes.
6. Establish and maintain computer files, including spreadsheets and word processing for budget/fiscal information.
7. Assist with the verification of monthly budget reports.
8. Assist in providing authorization for and maintaining records of routine requests for additional custodial, refuse services, and bottled water.
9. Reconcile invoices, verify completion, withhold retainage if required and submit to Accounts Payable.
10. Assist in researching, compiling, and analyzing data and preparing special reports and summaries.
11. Assist in establishing and maintaining Utility Management System.

OTHER RESPONSIBILITIES:
1. Perform special projects as requested.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

| Vision (66-100%) | Bending (Up to 33%) | Speaking (66-100%) |
| Pushing (Up to 33%) | Hearing (66-100%) | Pulling (Up to 33%) |
| Sitting (66-100%) | Writing (66-100%) | Walking (Up to 33%) |
| Lifting/Carrying Up to 50 lbs. (Up to 33%) | Acceptable Attendance | Reaching (Up to 33%) |
| Use hands and/or arms for repetitive motion (66-100%) |

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Customer Contact (66-100%)  Verbal Communication (66-100%)
Multiple Concurrent Tasks (66-100%)  Written Communication (33-66%)  Problem Solving (33-66%)
Constant Interruptions (66-100%)  Reasoning (66-100%)  Math (33-66%)
Detailed Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, typewriter, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Demonstrated ability to communicate effectively.
3. Three years of demonstrated ability to perform on the computer, including data entry, using Windows environment and Excel spreadsheet applications.
4. Basic understanding of accounting principles preferred.
5. Demonstrated ability to perform Access and MS Project preferred.
6. Demonstrated ability to operate the office equipment listed above.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated organizational skills and a commitment to follow through.
9. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
10. Demonstrated ability to problem solve, analyze, and resolve related issues.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
4 Hrs. Per Day

PSE: ___________________________  Date: ______________

District: ___________________________  Date: ______________

Revised Date: 07/19/2015
Classification: Clerical
Class: Class IV
Display on Web? Yes

Facilities Clerk