



Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D
*Superintendent
Secretary/Treasurer*

Melvin Lodge
President

Glyna Kelley
Vice-President

November 14, 2008

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NOTICE OF VACANCY (AS OF ABOVE DATE)

Applications are being accepted for the following position:

MAINTENANCE ASSISTANT

**IBERVILLE PARISH SCHOOL BOARD
(MAINTENANCE DEPT.)**

Anyone interested in being considered for the above position should submit an application or resume' to:

Patrick Norris, Project Manager
Maintenance Department
Iberville Parish School Board
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Superintendent

QUALIFICATIONS: SEE ATTACHMENT

DATE OF EMPLOYMENT: December 9, 2008

DEADLINE FOR ACCEPTING APPLICATIONS: December 1, 2008

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

Maintenance Assistant

GENERAL STATEMENT OF DUTIES: Perform basic office and clerical duties for the maintenance department.

DISTINGUISHING FEATURES OF THE CLASS: A maintenance assistant is expected to perform office and clerical tasks as asked of them. Work is performed in an efficient and timely manner.

EXPERIENCE: Applicant must be experienced with Microsoft Word, Excel, Power Point, and School Dude.

SKILLS: Attention to detail, must be able to multi task, and willing to see the job through.

OTHER REQUIREMENTS: Must be capable of maintaining maintenance files, handling work orders, and completing other duties as assigned by supervisor.

DUTIES AND RESPONSIBILITIES:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Complete forms in accordance with company procedures.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Make copies of correspondence and other printed material.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Learn to operate new office technologies as they are developed and implemented.
- Manage projects, and contribute to committee and team work.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Note: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The IPSB reserves the right to change this description at its discretion.

Pay Grade 18

This job was approved by the IPSB on November 11, 2008