

Newport News Public Schools Job Description

Job Title: Account Technician II
Position Code: 4N13
Job Classification: Non-Exempt

Supervisor: Maintenance Supervisor
Pay Grade: 17
Contract Length: 245 Days

Job Summary

Position is responsible for providing clerical and technical support in Plant Services.

Essential Duties

1. Performs responsible clerical and technical work.
2. Updates and maintains data for the computerized maintenance management system. Runs reports as requested.
3. Maintains office files, account records and a variety of other records.
4. Answers telephone calls in rotation with other office personnel, dispatching maintenance workers.
5. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Maintenance Supervisor or appropriate administrator.

Job Specifications

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

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school. Ability to make simple mathematical computations quickly and post results with speed and accuracy. Ability to prepare and maintain complex records and prepare records and statements. Ability to understand and follow oral and written instructions. Ability to file alphabetically and by date. Ability to answer the telephone in a pleasant manner. Ability to prioritize workload. Ability to operate standard office equipment.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Maintenance Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Account Technician II will be required to follow any other instructions and to perform any other related duties as assigned by the Maintenance Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date