

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Central Control Clerk
Reports to: Warehouse Maintenance Manager
Department: Construction
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Performs various clerical duties for the Warehouse Maintenance Department (e.g., answering phones, typing, and filing). Prepares purchase requisitions and maintains the work order tracking system.

Essential Duties and Responsibilities:

35% Prepare payroll reports for maintenance personnel. Verify applicable personnel information.

25% Prepare purchase requisitions for maintenance staff. Collect receipts and match to requisitions. Obtain required signatures for R&I's and forward to purchasing. Prepare requisitions for monthly purchase requisitions.

15% Print work orders for warehouse personnel. Log information from completed work orders into MLS system, and close-out work order.

15% Maintain filing for payroll reports and related information. Maintain filing for purchase requisitions. Copy, sort and file various records and documents. Perform various clerical duties as required.

5% Answers and routes incoming calls for the department. Provides routine information. Dispatches maintenance personnel for basic maintenance requests (e.g., trash collections, deliveries).

5% Miscellaneous

- Orders office supplies.
- Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent and 6 months clerical experience.

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:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.