



REVISED:
07/01/2012

JOB TITLE:	WORK ORDER CLERK
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8722
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for receiving and dispatching work requests and costing of labor and material.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Assumes responsibility for receiving system-wide work requests, by computer or phone
- Enters work orders into computer and dispatches to responsible department after priority and schedule have been assigned
- Assumes responsibility for posting cost of labor and material in computer on completed work orders
- Maintains records of complete and incomplete work orders
- Keeps time and payroll records
- Operates all office machines and equipment as required
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Experience in operation of computer and data entry Two (2) years successful clerical experience
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- Excellent typing skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Business School or College
- Bookkeeping and accounting background
- Shorthand