

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**Conservation and Recycling Operations Assistant**

Salary Schedule: SRP 18B	Number of Work Days as Contracted -12 month Daily Work Hours: 7.5	FLSA Status – NonExempt
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**JOB GOAL:** Responsible for providing clerical support for all functions of Conservation and Recycling Operations

**REQUIRED QUALIFICATIONS:**

1. High school diploma or equivalent
2. Experience in a clerical setting

**DESIRED QUALIFICATIONS:**

1. Experience in a clerical setting in a public school system

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner
2. Exhibit effective mathematical computation skills
3. Ability to organize, prioritize, and manage work assignments in an efficient manner
4. Ability to use technology to manage functions of job
5. Demonstrate knowledge and understanding of basic office procedures
6. Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships to achieve program goals and objectives
7. Demonstrate knowledge of Microsoft Office products and utility accounting software

**REPORTS TO:** Energy and Recycling Coordinators

**SUPERVISES:** NA

**PERFORMANCE RESPONSIBILITIES:**

1. Develop systems needed to manage the accuracy of the utility bill data
2. Utilize data entry utility accounting software system to enter and maintain selected utility billing information
3. Process data related to recycling and conservation efforts
4. Prepare confidential utility data and recycling reports
5. Assist with completion of annual utility and recycling budgets
6. Organize and maintain correspondence and billing records
7. Perform basic clerical and recordkeeping tasks
8. Review energy, water, and other utility bills for billing errors
9. Order office supplies as necessary
10. Perform other duties as assigned