



**Job Title:** Energy Management /Facility  
Leasing Secretary

**Exemption Status/Test:** Non-Exempt

**Reports to:** Manger, Energy Management

**Date Revised:** April, 2016

**Dept. /School:** Maintenance

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**Primary Purpose:**

To assist in the routine work activities of the Energy Management department by providing clerical support to the Manager of Energy Management.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

**Experience:**

Previous secretarial experience preferred

**Special Knowledge/Skills:**

Good computer skills required

Proficient in MS Office software (preferred)

Oracle software application knowledge (preferred)

Must possess strong organizational skills

Accounting knowledge preferred

Must possess good written and verbal communication skills

Experience in calendar scheduling (preferred)

Willingness to perform other duties as assigned

**Major Responsibilities and Duties:**

1. Provide clerical support for the Energy Management department.
2. Conduct school site visits.
3. Review and input utility bills in CMMS program.
4. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting and reaching

**Motion:** Frequent walking, repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Exposure to normal indoor air quality issues; exposure to typical office noise

**Mental Demands:** Work with frequent interruptions and maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.