



**Job Title:** Plant Operation Clerk

**Department:** Plant Operation  
**Reports To:** Plant Operation Manager  
**Grade:** CA-05  
**Number of Days:** 12 Months  
**Security Access:** None  
**Current Date:** March 1, 2018  
**Overtime Status:** Non-Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Support the needs of the Plant Operation department and to ensure complete and detailed reporting through consistent communication and documentation.

**Minimum Qualifications:**

- High school diploma or equivalent.
- Basic computer skills.
- Ability to communicate bilingually in Spanish and English

- Good interpersonal & organizational skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Answer incoming calls and deliver messages in a timely matter.
- Sort, stamp and distribute inter-office and general mail.
- Process, maintain and file personnel records.
- Assist applicants, scheduling of interviews, new hire orientation and safety training.
- Assist with entering requisitions for custodial supplies.
- Distribute provided safety and trade communications to all locations.
- Maintain daily logs for substitute custodians.
- Review and correct timekeeping and communicate payroll discrepancies.
- Keep safety bulletin board up-to-date with provided information.
- Complete the accident/injury reports for custodial staff.
- Assist administrative assistant with general office duties.
- Perform other tasks as assigned and requested by the department manager.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Bilingual in Spanish and English
- Basic computer skills.
- Self-starter with a positive attitude and detail oriented.

**Supervisory Responsibility:**

- None.

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Open office setting.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.