

Operates the central communications system for the Operations Division which includes the "trouble call" line and pagers. Answers supervisory staff lines during their absence, giving information where possible. Takes messages from staff reporting in absentia; records information and notifies appropriate supervisor.

Copies statistical information from files and records as required.

Schedules work and assists with all building inspections.

Performs other duties related to qualifications and requirements of the job.

QUALIFICATIONS AND REQUIREMENTS

Education:

High school graduation including or completed by courses in Industrial Education and office procedures.

Experience:

Four or more years' experience in a related environment (such as a property management office).

Other Requirements:

Ability to operate a computer terminal to input-retrieve data, to maintain accurate records, to communicate effectively in both oral and written form.

KR/BI

July 26, 1983

*There was no April membership meeting*