



**POSITION DESCRIPTION**

<b>JOB TITLE: SECRETARY II</b> Job Class: 5879		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b> Innovation—Contracted School Svc
<b>BARGAINING UNIT:</b>		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Performs assigned secretarial and clerical duties necessary for the efficient operation of a secondary Milwaukee Public School. Leads the work of other secretaries assigned to the same location. Supports the Office of Contracted School Services and Contracted sites.		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Performs secretarial and clerical duties for the principal and other school administrative staff, to include mail distribution, site email maintenance, word processing tasks, maintaining scheduled and calendars and general data entry into MPS databases. Maintains teacher professional development data.
2. Coordinates and tracks attendance and movement of students and staff, sends notifications to parents for delinquency or other attendance issues with students in coordination with the school social worker.
3. Enrolls, transfers and processes withdrawals of students according to Board policies, ensuring all records are updated.
4. Receives messages and communicates via telephone and in person with parents, the public, students and other school personnel. Provides excellent service in a high volume environment. Monitors electronic communication and the school's email account.
5. Establishes and maintains appropriate records and files.
6. Assists in developing and maintaining school cost center budgets related to ordering, receiving and distribution of materials and supplies.
7. Coordinates transportation and various issues for students who are bussed.
8. Tracks and processes payroll, for employees and substitutes, ensures additional pay is added to checks as required by the various contracts.

9. Maintains accounting procedures for the school, to include cash handling, managing the school's checkbook and petty cash and ensuring expenditures are properly allocated to the budget.
10. Operates office machines and equipment necessary for efficient operation of the school office.
11. Assists students with minor health concerns; bandages, ice bags and medication administration. Contacts parents as necessary.
12. Trains new secretaries and organizes and coordinates the duties of other secretarial staff at the school.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Regular supervision is provided by the school administrative staff.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Functional oversight of other clerical staff as necessary.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

High School Diploma or a GED is required, an Associate's degree is desired

**Experience Requirements**

Three years of previous clerical experience, with at least one year of MPS experience as a school secretary I. PC skills are required.

**Knowledge, Skills, and Abilities**

Effective oral and written communication, above average customer service, organizational and analytical skills are essential. An understanding of advanced math calculations and data entry skills are required. The ability to maintain filed and other materials in an accurate and complete manner is required. The ability to maintain files and other materials in an accurate and complete manner is required. Must be able to juggle numerous tasks with varying deadlines; prioritize tasks, operate independently and show initiative in completing tasks. Must be able to work with frequent interruptions as required. Must be able to work with a diverse group of people, at all ages. Incumbent needs to be able to work in a team environment. Must be able to distribute work and follow up with responsible staff as necessary. High level PC skills to include MS Office software are required to include Power Point and newsletter development. Knowledge of MPS student databases is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**