



POSITION DESCRIPTION

JOB TITLE: School Secretary I – Central Office Job Class: 5866 10-month 5865 12-month	
DATE 05/2014	
Pay Schedule:	Pay Range:
FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt	
Management Approval:	
POSITION SUMMARY and PURPOSE: Performs assigned secretarial and clerical duties necessary for the efficient operation of a Milwaukee Public School.	

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 administrative staff, to include mail distribution, site email maintenance, word processing tasks, maintaining schedules and calendars and general data entry and data maintenance in MPS databases.
2. Analyzes data and researches necessary information to assist with compilation of documents and reports.
3. Tracks attendance of staff, records it in the necessary databases and assists with payroll..
4. Receives messages and communicates via telephone and in person with the public, other school personnel and various department members. Provides excellent service in a high volume environment.
5. Establishes and maintains appropriate records and files for the department.
6. Assists in maintaining cost center budgets related to ordering, receiving and distribution of materials and supplies. Ensures adequate funds are available and reconciles accounts as necessary.
7. Operates office machines and equipment necessary for efficient operation of the school office.
8. Actively supports the MPS Strategic Plan.
9. 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 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.

None

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.)

A High school diploma or a GED is required, additional secretarial training is desired.

Experience Requirements

Two years of previous clerical experience with PC skills.

Knowledge, Skills, and Abilities

Effective oral and written communication and above average customer service skills and are essential. A basic understanding of math calculations and data entry skills are 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. Must be able to deal with frequent interruptions. 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. Intermediate PC skills to include MS Office software are required. Knowledge of databases is desired.

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.