



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Secretary 1</i>	Last Revised/Approved: <i>March 2018</i>
Job Code: 5866	Reports To: <i>Various locations and supervisors</i>
Office: <i>Various</i>	Department: <i>Various</i>

Compensation Information	
Pay Grade: A3B (10 month) A3E (11 month) A3A (12-month)	Pay Range: \$23,299 – 31,342 (10-mo.) \$25,657 – 34,523 (11-mo.) \$28,544 – 37,789 (12-mo.)
FLSA Status: Non-exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Position requires in-depth knowledge of rules and procedures. Frequent contacts with others, (i.e., students, staff, parents, vendors, general public) is typically required. Exercises independent action and discretion within the assigned responsibilities. Maintains records, accesses and maintains information from databases, uses word processing, spread sheets, and data base applications in the performance of the assigned tasks.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Provides clerical and administrative services to a school or work unit.
- Maintains accounts, records and files.
- Operates various items of office equipment.
- Compiles and reports data from various locations.
- Develops knowledge of various procedures and then provides information and answers questions to assist the public and other staff members.
- Analyzes data and researches information.
- Enters student attendance and enrollment data and other critical information accurately.
- Accesses and maintains data on the computer and operates word processing, spread sheets and data base systems.

- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- High School Diploma or a GED is required

Experience Requirements:

- One year of previous clerical experience
- Computer and data entry skills are required
- ***A combination of education and experience may be considered***

Knowledge, Skills and Abilities:

- Effective oral and written communication, above average customer service, organizational and analytical skills are essential.
- An understanding of data entry skills 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 desired.

Working Environment:

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

- Typical office or school environment

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.

Equal Opportunity:

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

