



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Secretary II</i>	Last Revised/Approved: <i>March 2019</i>
Job Code:	Reports To: <i>Various locations and supervisors</i>
Office: <i>Various</i>	Department: <i>Various</i>

Compensation Information	
Pay Grade:	Pay Range: \$
FLSA Status: <i>Non-exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Performs assigned secretarial and clerical duties necessary for the efficient operation of a secondary (middle/high) Milwaukee Public School or leads the work of a large Central Office department. Leads the work of other secretaries assigned to the same location.

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?*

- Performs secretarial and clerical duties for the principal and other school administrative staff, to include mail distribution, site email maintenance, word processing tasks, maintaining schedules and calendars and general data entry into MPS databases. Maintains teacher and staff professional development data.
- 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.
- Enrolls, transfers and processes withdrawals of students according to Board policies, ensuring all records are updated.
- 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.
- Establishes and maintains appropriate records and files.
- Enters student enrollment and attendance data accurately and efficiently.

- Assists in developing and maintaining school cost center budgets related to ordering, receiving and distribution of materials and supplies.
- Coordinates transportation and various issues for students who are bussed.
- Tracks and processes payroll, for employees and substitutes, ensures additional pay is added to checks as required by the various pay groups.
- 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.
- Operates office machines and equipment necessary for efficient operation of the school office.
- Assists students with minor health concerns; bandages, ice bags and medication administration. Contacts parents as necessary.
- Trains new secretaries and organizes and coordinates the duties of other secretarial staff at the school.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- High School Diploma or a GED is required
- An Associate's degree is desired

Experience Requirements:

- Three years of previous clerical experience
- At least one year of MPS experience as a school secretary I
- 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.