



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> <i>Secretary I</i>	<b>Last Revised/Approved:</b> <i>Entered by Compensation</i>
<b>Job Code:</b> <i>5866</i>	<b>Reports To:</b>
<b>Office:</b> <i>Vaires</i>	<b>Department:</b>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Non-exempt</i>	<b>Term of Employment:</b> <i>40 hours per week</i>
	<b>Probation:</b> <i>6 months</i>

### Position Summary/Purpose:

*The duties are responsible and demanding and require in-depth knowledge of rules and procedures. Frequent contact with others, (i.e., students, staff, parents, vendors, general public) is typically required. The position frequently exercises independent action and discretion within the assigned responsibilities. The position regularly maintains records, accesses and maintains information from computer software and databases, uses word processing, spread sheets, and data base applications in the performance of the responsibilities assigned.*

### Essential Functions/ Core Competencies:

*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 department.
- Provides professional assistance via the telephone or face-to-face meetings.
- Maintains accounts, records and files.
- Operates various items of office equipment.
- Compiles and reports data.
- 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.
- Accesses and maintains data on the computer and operates word processing, spread sheets and data base systems.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

### Job Requirements:

### ***Education Requirements:***

- High school diploma or GED, additional education is desired.

### ***Experience Requirements:***

- Experience working in a busy office environment for one or more years is required.

### ***Knowledge, Skills and Abilities:***

- *Effective oral and written communication and presentation skills are required.*
- *Must be self-directed.*
- *Excellent teamwork skills are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*

### **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:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.