



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Secretary</i>	<b>Last Revised/Approved:</b> <i>April 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Curriculum &amp; Instruction</i>
<b>Office:</b> <i>Academics</i>	<b>Department:</b> <i>Various</i>

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

**Position Summary/Purpose:**

Provides administrative assistance to the curricular areas of Reading, English and Physical Education/Wellness & Prevention.

**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.
- Assists with grant budgeting, monitors expenditures and encumbrances and maintains quarterly reports and requests budget line transfers. Maintains accounts, records and files.
- Operates various items of office equipment.
- Serves as a liaison between the department management and the support staff.
- Develops knowledge of various procedures and then provides information and answers questions to assist the public and other staff members.
- Develops email correspondence for staff, other departments, vendors and funding partners.
- Maintains department schedule and staff calendars, arranges meetings, conferences, teleconferences, etc.
- Accesses and maintains data on the computer and operates word processing, spread sheets and data base systems.
- Assists in the coordination of special projects.
- 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.

