

PLEASE POST

SECRETARY II

Date Posted: December 6, 2021
Closing Date: December 31, 2021 by 4:30 pm
Anticipated Start Date: February 16, 2022
Department: Human Resources
Work Year: 52 Weeks

Summary: Perform very responsible secretarial work, process administrative and clerical detail and handle more difficult administrative matters independently; record/transcribe, or independently prepare correspondence, records and reports; perform public contact and related clerical and secretarial work; and perform related work as required. Maintain confidentiality.

Essential Duties and Responsibilities: Work is performed under the general supervision of administration. An employee of higher grade may provide leadership. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Assist administrator(s) by screening office and telephone inquiries, providing information requested or referring to proper agency, and by answering confidential or other responsible correspondence and inquiries.
2. Prepare interoffice notices, bulletins and memoranda, compile information and prepare records and reports.
3. Assist administrator(s) by making appointments and providing reminders of scheduled activities.
4. Compose, type and process correspondence and reports.
5. Work with databases and specialized software programs.
6. Take detailed notes and transcribe.
7. Maintain confidential records, files and reports.
8. Relieve administrator(s) of routine details.
9. Reconcile or refer complaints.
10. Operate computer and other office machines and equipment. Use Microsoft Suite and Google Suite software programs, including creating and using spreadsheets.
11. Obtain office supplies and materials pursuant to standard organization processes.
12. Perform reception duties including directing calls and visitors.
13. Act as liaison intermediary between administrator(s), staff and the public in the absence of the administrator(s), as authorized.
14. Regular and predictable in-person attendance is required for this position. In-person attendance requirements may vary and will be determined by the supervisor.
15. Perform related work as required.

Supervisory Responsibilities: May direct the work of co-op students.

Qualification 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Testing may be required for consideration in secretary positions.*

Education and/or Experience: Required training includes graduation from an accredited high school, with additional course work and three years experience in performing secretarial and clerical work of a progressively responsible and difficult nature, or equivalent combination of education and experience. Successful experience using Microsoft Word and Excel, or Google Docs and Sheets..

Certificates, Licenses, Registrations: None. Depending on the assignment, a valid Michigan Driver's license and good driving record may be required.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with individuals and groups.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to create graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve problems.

Other Skills and Abilities: Ability to establish and maintain collaborative, effective working relationships with staff and community members in a team environment. Employee will be helpful, respectful and approachable. Employee demonstrates commitment to diversity and inclusion. Employee must be highly organized and able to manage multiple projects and tasks simultaneously, prioritize work, manage time well and meet deadlines. Employee must have good computer skills, including the ability to learn and utilize new software programs as systems are upgraded. Ability to speak and write clearly and concisely, using good grammar, spelling and punctuation, including the ability to prepare routine business documents. Demonstrated ability to take comprehensive notes. Ability to apply knowledge of current research and theory in specific field. Ability to perform duties with awareness of all district, state and federal requirements. Demonstrated good judgment, maturity, reliability, responsibility, confidentiality and professionalism. Proficient in the use of business machines, including scanner, fax machine, phone system and copy machine. Ability to score at the proficient level on tests for Microsoft Word and Excel, or Google Docs and Sheets. Applicants who type 50 wpm may be given preference.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and continuously will repeat the same hand, arm or finger motion many times as in typing. Employee may be required to walk routinely, depending upon assignment. The employee is regularly required to lift and/or push up to 25 lbs, depending upon assignment. Specific vision abilities required by this job include close vision. In some assignments in this classification, employees are required to transport themselves between work sites.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is normally performed indoors, in an office environment. The noise level in the work environment is usually moderate.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is February 16, 2022. This is a 52-week position. Placement on the ESPA Salary Schedule depends upon qualifications and experience; new employee hourly pay range is \$19.70 - \$22.12 hourly. Paid family health, dental, vision, life and long-term disability insurances, vacation, sick and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL DECEMBER 31, 2021 BY 4:30 PM

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Five Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

Equity ~ Inclusive, Responsive and Sincere Belonging

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential

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