

**PORT HURON AREA SCHOOL DISTRICT  
DEPARTMENT FOR HUMAN RESOURCES**

**NOTICE OF NON-CERTIFIED VACANCY**

*Secretarial Bargaining Unit*



**Please Post  
SECR - 138**

**November 1, 2018**

<b>Building:</b>	<b>Literacy Academy at Cleveland Elementary School</b>
<b>Position:</b>	<b>Secretary I</b>
<b>Qualifications:</b>	<b>See Posting</b>
<b>Hours/Times/Calendar:</b>	<b>7.5 hrs / 7:45 a.m. – 3:45 p.m. / Level I Calendar</b>
<b>Effective:</b>	<b>Immediately</b>
<b>Allocation:</b>	<b>1.241.04.0000.1620</b>

**APPLICATION PROCEDURE:**

**Internal Applicants**  
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., November 7, 2018.***

**PLEASE INCLUDE #, POSITION, AND LOCATION ON ALL CORRESPONDENCE**

Send to: [humanresource@phasd.us](mailto:humanresource@phasd.us)

**Patricia Wachtel, Human Resource Manager** *pw*

External Applicants  
Please Apply On-Line on or before **November 7, 2018**

[Applicant Central](#)

Any bids received after the date and time stated above will not be accepted.

\*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

*The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, 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.*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

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ORGANIZATIONAL MANUAL

POSITION GUIDE

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TITLE

**Secretary I**

SECTION K-4

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## QUALIFICATIONS

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1. High School graduate or equivalent (GED).
  2. Additional course work or training in the business field preferred.
  3. Proficient in computer and word processing skills, database, and spreadsheets.
  4. Ability to make decisions without direct supervision.
  5. Demonstrate successful public relations skills.
  6. Ability to maintain confidentiality.
  7. Ability to handle heavy workload and wide variety of assignments.
  8. Successful experience in jobs of similar capacity.
  9. Must successfully pass District battery of tests.
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## JOB RESPONSIBILITIES

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1. Responsible directly to the immediate supervising administrator.
  2. Responsible for performing secretarial functions necessary in the efficient operation of an office, such as:
    - a. Proficiency and accuracy in typing, whether on computer or typewriter.
    - b. Working knowledge of a variety of office equipment.
    - c. Working knowledge of computers and various programs that run an efficient office system.
    - d. Ability to work independently and to be able to make decisions without direct supervision.
    - e. Obtains, gathers and organizes particular information as needed and puts it into usable form.
    - f. Maintains a regular filing system as well as confidential files and processes incoming correspondence as instructed.
    - g. Places and receives telephone calls in professional and courteous manner and records messages accurately and confidentially.
    - h. Performs any bookkeeping tasks that may be associated with the position
    - i. Maintains a schedule of appointments and meetings.
    - j. Must be able to give directions to others and supervise them.
    - k. Ability to deal with the public tactfully and courteously and to work harmoniously with all other employees.
    - l. Must be able to prioritize workload and adjust accordingly to meet the demands of the job.
    - m. Considerable knowledge of business English, Mathematics, and a variety of other communications skills.
  3. Perform other duties as assigned.
  4. Conducts him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.
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## SELECTION COMMITTEE

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EVALUATED BY

SUPERVISING ADMINISTRATOR

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SALARY DATA

AS PER NEGOTIATED AGREEMENT

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## ALLOCATIONS

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FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

March 2004

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