

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

NOTICE OF NON-CERTIFIED VACANCY

Secretarial Bargaining Unit



**Please Post
SECR - 181**

February 11, 2019

Building:	Michigamme Elementary School
Position:	Secretary II
Qualifications:	See Posting
Hours/Times/Calendar:	5.25 hrs / 8:00 – 1:15 / Level I Calendar
Effective:	Immediately
Allocation:	1.241.14.0000.1620

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., February 15, 2019.***

PLEASE INCLUDE #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager *pw*

External Applicants
Please Apply On-Line on or before **February 15, 2019**

[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

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Secretary II

SECTION K - 5

QUALIFICATIONS

1. High School graduate or equivalent (GED).
 2. Experience in computer and word processing skills.
 3. Demonstrate successful public relations skills.
 4. Ability to maintain confidentiality
 5. Ability to handle workload and wide variety of assignments.
 6. Successful experience in jobs of similar capacity.
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JOB RESPONSIBILITIES

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 prepare reports and maintain general office records.
 - e. Obtains, gathers and organizes particular information as needed and puts it into usable form.
 - f. Maintains a regular filing system.
 - g. Processes incoming mail and correspondence as instructed.
 - h. Places and receives telephone calls and records messages.
 - i. Performs any bookkeeping tasks that may be associated with the job.
 - j. Ability to deal with the public tactfully and courteously and to work harmoniously with all other employees.
 - k. Must be able to prioritize workload and adjust accordingly to meet the demands of the job.
 3. Perform other duties as assigned.
 4. Conducts himself/herself in a professional manner commensurate with his/her position, and projects a good public image of the School District in dealing with the community and employee groups.
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SELECTION COMMITTEE

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)

1.241.14.0000.1620

FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

October 2010