

DATE OF POSTING: October 19, 2016

TERMINATION DATE FOR APPLICATIONS: October 26, 2016

POSITION: **SECRETARY II**
Member Engagement

COMPENSATION/BENEFITS: Per ASO/USO Contract
Grade E

STAFF RELATIONSHIP: Responsible to J. Robin Langley
Director of Member Engagement

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Work involves providing all secretarial and clerical services for professional staff employees and/or management supervisor. Work may also involve calculation of insurance rates and determining costs. An employee in this position may be responsible for all stages in the reproduction and distribution of moderately large amounts of duplicated materials. Employees work under general supervision and frequently work alone exercising considerable independence within established guidelines.

This job requires the ability to establish and maintain effective working relationships with the public, members and leaders, as well as staff and management.

ASSIGNED DUTIES:

Type, duplicate, collate, staple and distribute notices, agendas, minutes, press releases, and other materials.

Receive, open, and review mail; compose notes and letters; establish and keep current mailing lists; scrap books, and directories.

Order and inventory supplies.

Establish and maintain a variety of files.

Act as receptionist; place and receive telephone calls, make appointments and maintain calendars and schedules.

Process financial records, calculate insurance rates, do cost evaluations, maintain records and maintain a petty cash fund.

Secretary II
Page 2

ASSIGNED DUTIES (continued):

Keep schedules of meetings; prepare meeting rooms; send out notices and agenda for meetings; arrange for refreshments at meetings.

Perform other job related duties as assigned from time to time.

MINIMUM REQUIREMENTS:

Graduation from a standard high school or vocational school.

Experience and training which provide the following abilities, skills and knowledge:

- considerable knowledge of English spelling, punctuation, and vocabulary;
- ability to operate a personal computer and common office equipment;
- ability to perform arithmetical calculations;
- ability to communicate tactfully, courteously and effectively.

TESTING:

Computation:	70%
Keyboard (Typing):	55 wpm, 98% accuracy
Language Skills:	70%
Vocabulary:	70%