

DATE OF POSTING: August 15, 2017

TERMINATION DATE FOR APPLICATIONS: August 22, 2017

POSITION: **SECRETARY I**
Member Services

COMPENSATION/BENEFITS: Per SSA/USO Contract
Grade D

STAFF RELATIONSHIP: Responsible to Echo Braden
Associate Manager

EMPLOYMENT DATE: As soon as possible

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

BASIC PERFORMANCE EXPECTATIONS:

This position involves clerical and secretarial work of some complexity and variety, including the skilled operation of a typewriter and personal computer.

Work requires performance of office work which follows well established procedures and methods. Typing assignments include technical and financial reports, forms, letters and records. Instructions are received on new assignments, although regular assignments may be performed more independently and more initiative may be exercised as experience is gained.

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 general office correspondence and memoranda from copy or verbal directions, and take and type minutes of meetings, transcribe material from a dictating machine.

Maintain various clerical, fiscal, and other records according to prescribed procedures.

Type reports, minutes, memos, newsletters, letters and drafts from written manuscripts and prepare original correspondence using decisions and input from the supervisor.

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ASSIGNED DUTIES (*continued*):

Serve as secretary to a unit, to professional staff or to supervisory staff; receive telephone calls and visitors; provide general information; open and distribute mail; make appointments and travel arrangements; assist in planning and making conference/workshop arrangements.

Operate standard office equipment, including a typewriter, computer, copier, calculator and transcriber.

Maintain records and operate a filing system.

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:

- knowledge of business English, spelling, punctuation, and arithmetic;
- ability to type;
- ability to operate a personal computer and common office equipment;
- ability to compose and generate letters and other correspondence;
- ability to keep moderately complex records, to assemble and organize data, and to prepare reports from such records;
- ability to communicate tactfully, courteously and effectively.

TESTING:

Keyboard (Typing): 55 wpm, 98% accuracy
Language Skills: 60%
Vocabulary: 60%