

**DATE OF POSTING:** April 9, 2019

**TERMINATION DATE FOR APPLICATIONS:** April 16, 2019

**POSITION:** **SECRETARY III**

**COMPENSATION/BENEFITS:** Per ASO/USO Contract  
Grade F

**STAFF RELATIONSHIP:** Responsible to Kia Hagens  
Director, Member Relations & 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 services for the director, as well as preparation and maintenance of certain financial records. The work involves preparation of reports based on the records of the department and the association, as well as the maintenance of files, many of which are highly specialized and confidential. The employee works under general supervision with considerable independence.

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:**

Provide assistance to director by screening calls, visitors, and mail; perform public relations duties through contacts with visitors, callers, and general liaison with other organizations; maintain a variety of files, mailing lists, and directories.

Type letters, memoranda, reports, and evaluations; transcribe machine dictation; compose some letters independently.

Make appointments and reservations; reply to inquiries from callers, visitors, or other association staff; help coordinate conferences and meetings.

Process financial documents such as bills, prepare certain billings, vouchers, purchase orders, balance books and reports.

Establish and maintain case/client contract files.

Prepare material for distribution.

Distribute work assignments to temporary employees.

**ASSIGNED DUTIES (continued):**

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 the internal and external functions of the association;
- considerable knowledge of English, spelling, punctuation, and vocabulary;
- ability to use sound judgment in making decisions, to work independently on responsible and confidential assignments.
- ability to process and maintain moderately complex administrative and fiscal records;
- ability to operate a personal computer and common office equipment;
- ability to communicate tactfully, courteously and effectively;
- ability to attend division/department functions when overnight absence (away from home) is required.

**TESTING:**

Computation:	70%
Keyboard (Typing):	60 wpm, 98% accuracy
Language Skills:	75%
Secretary III Test:	70%
Vocabulary:	75%