DATE OF POSTING: February 13, 2020
TERMINATION DATE FOR APPLICATION: February 20, 2020
POSITION: SECRETARY II
COMPENSATION/BENEFITS: Per SSA/USO Contract
Grade E
STAFF RELATIONSHIP: Responsible to David Luttig
Associate Manager, Group Services
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.
ASSIGNED DUTIES (continued):

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.

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:

| Test                  | Score  
|-----------------------|--------
| Computation           | 70%    
| Keyboard (Typing)     | 55 wpm, 98% accuracy |
| Language Skills       | 70%    
| Vocabulary            | 70%    

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