POSTING DATE:                July 22, 2020
TERMINATION DATE FOR APPLICATIONS:       July 29, 2020
POSITION:                    UNISERV FIELD ASSISTANT 7-E/7-G/7-IJ
                               Commerce Township
COMPENSATION/BENEFITS:       Per ASO/USO Contract
                               Grade F
STAFF RELATIONSHIP:         Responsible to Kim Edwards
                               Mid-Eastern Zone Director
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.
ASSIGNED DUTIES (continued):

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

Use the electronic membership system to maintain membership lists, prepare dues transmittals and perform other membership processes.

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:

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<tbody>
<tr>
<td>Computation:</td>
<td>70%</td>
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<tr>
<td>Keyboard (Typing):</td>
<td>55 wpm, 98% accuracy</td>
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<td>Language Skills:</td>
<td>70%</td>
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<tr>
<td>Customer Service Aptitude</td>
<td>70%</td>
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4/29/15