

**MENOMINEE AREA PUBLIC SCHOOLS  
MENOMINEE, MICHIGAN**

**DATE:**                      **SEPTEMBER 7, 2023**

**POSITION AVAILABLE:**   **BUS GARAGE SECRETARY**

**QUALIFICATIONS:**

1.     High School Diploma.
2.     Experience as a secretary is preferred.
3.     Demonstrated proficiency in interpersonal relations and communication skills.
4.     Ability to think clearly, work independently and protect confidentiality of participants and programs.
5.     Knowledge and demonstrated performance in computer skills, Power School and office organization.
6.     Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**                      Operations Director

**JOB GOAL:**                              To assist in the daily operation of the school through the use of good secretarial skills and office management.

**SKILLS:**

1.     Ability to be a self-starter, meet deadlines, work in a logical and orderly manner.
2.     Receptionist and telephone communication skills.
3.     Ability to maintain confidentiality with discretion.
4.     Complete work with many interruptions, work independently with little direction.
5.     Evidence of effective people skills; ability to interact and communicate with students, staff, parents, and community in a positive and congenial manner
6.     Regular & reliable attendance.

**PERFORMANCE RESPONSIBILITIES:**

1.     General office work: Type letters, correspondence and reports, filing, mailings, act as receptionist, answer telephone calls, computerized recordkeeping, bookkeeping, word processing, and perform related work as assigned.
2.     Specific Work:
  - a.     Assume supervisory responsibilities.
  - b.     Provide and maintain positive public relations with students, staff, parents, and community.
  - c.     Requisition supplies, instructional materials, etc. as needed.
  - d.     Cooperate in the establishment and implementation of policies, rules and procedures.
  - e.     Help other secretaries as needed.
  - f.     Perform other duties and responsibilities as directors may assign.
  - h.     Provide clerical assistance to faculty and staff as needed.
  - i.     Administer basic First Aid and be able to assist in all emergency situations.

**TERMS OF EMPLOYMENT:**        Ten (10) month employee with hours to be determined by the supervisor.  
Salary according to the Secretarial Master Agreement.

**EVALUATION:**                              Performance of this job will be evaluated as per the contract.

**APPLICATION:** Submit letter of interest/resume to:  
Mrs. Julie Krah, Administrative Assistant to the Superintendent  
1230 13<sup>th</sup> Street  
Menominee, MI. 49858  
krahj@gomaroons.org