

Lenawee ISD

Role Description

Position Title:	Secretary – Staff Resources
Area:	Staff Resources
Reports To:	Administrative Coordinator – Employee Benefits & Staff Resources
Supervises:	n/a
Last Revised:	January 2023

SUMMARY:

To assist in the professional and smooth operation of the Staff Resources Department's programs and services by supporting staff in providing services and general office support.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Backup and support for maintaining equipment and supplies, and taking photos for ID badges for LISD staff and local districts
- Backup and support for fingerprinting new and existing ISD staff along with new local district staff to comply with School Safety legislation. Securely transmit those records to the Michigan State Police for processing.
- Maintain online Staff Directory for Lenawee ISD
- Serves as lunch coverage and primary backup for Secretary, Education Service Center.
- Greet and screen building/office visitors and answer/direct incoming calls efficiently and quickly to preserve as much work time possible to complete other tasks assigned
- Assist with a budget, creating, and processing purchase orders and invoices
- Performs general secretarial duties to include:
 - Maintain office supplies and equipment
 - Copy machines
 - Fax machine
 - Postage machine
 - Maintain and coordinate use of Extron equipment.
 - Serve as key operator for ESC machines/systems - video meeting display, copiers, facsimile, postage, paper folder, binder, and other office equipment
 - Coordinate scheduling of meeting rooms with internal and external customers including but not limited to making coffee or stocking beverages, copies, etc.
 - Process and sort incoming and outgoing U.S. mail and packages; sort mail from media van route; log in-coming packages
 - Collect and log-in all monetary deposits

- Have knowledge of how to create the year-end inventory of office supplies.
- Type correspondence and reports; maintain files and office area
- Notify staff of messages and/or faxes
- Order supplies and work collaboratively with other departments for cost savings
- Collects critical data and creates specialized reports used to make data-driven decisions and assess the performance of systems and resources
- Other duties as assigned by supervisor. The above-outlined job responsibilities do not serve as an all-inclusive list of responsibilities for this position.
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Processing employment forms for new employees including but not limited to criminal history record checks and/or fingerprinting unprofessional conduct letters, beneficiary forms, etc.
- Maintains and updates all LISD employees' personnel files and keeps materials in strict confidence and under proper security.
- Employment verifications both verbal and written.
- Copy and distribute employees' letters of employment and contracts.
- Entering professional development hours for the REP report and serving as back-up for REP report.
- Serve on the Wellness Committee. Responsibilities include preparing and publishing the Perfect Balance newsletter, minutes, activities, agenda, registrations, and flyers and updating the website.
- Maintain a list of staff that has completed their annual required training. Reminder to supervisors for people who haven't completed.
- Assemble information for orientation packets.
- Coordinate information and assemble Opening Day packets.
- Compile list and mail cards for annual Volunteer recognition.
- Assist with annual Staff Recognition reception by compiling nominations for committee review, mailing invitations, printing and framing certificates, typing and printing program, and room set up.
- Process/distribute daily mail for Staff Resources Dept.
- Primarily responsible for filing, done on a regular basis due to confidentiality.
- Assist with the distribution of the Employee Handbook as needed and the Personnel Positions Book annually.
- Serve as back-up to the Administrative Coordinator – Employee Benefits & Staff Resources including, but not limited to: Maintaining Staff Resources Web Page, Coordinating and submitting Superintendent and Board reports; Send letters to staff on leave of absence, retirees, and Sick Bank applicants;
- Assist the Employee Benefits Coordinator with the Compilation and distribution of Letters of Reasonable Assurance (LORA) letters; organize Open Enrollment documents.
- Performs all other duties as established by the Executive Director of Staff Resources or Administrative Coordinator – Employee Benefits & Staff Resources.
- Competencies, Skills and Abilities:

- Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
- Ability to balance figures
- Ability to compile statistics
- Ability to coordinate itineraries/meetings/events/schedules
- Ability to research information
- Ability to prioritize multiple tasks
- Ability to deal effectively with a changing environment and be open to new ideas
- Ability to communicate in person, via phone and computer
- Attention to detail
- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
 - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
 - Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects
 - May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- High school diploma or equivalent
- Minimum three (3) years work experience
- Word processing knowledge/experience
- Excel knowledge/experience
- Confidentiality
- Demonstrated ability to multi-task
- Proven successful experience in complex office environment
- Electronic calendaring experience

Preferred:

- Five (5) years progressive work experience

- Excellent oral/written communication skills

CERTIFICATES, LICENSES, and REGISTRATIONS REQUIRED:

- None

TERMS OF EMPLOYMENT

250 days

Grade = D, Hourly, non-exempt

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____