

MADISON METROPOLITAN SCHOOL DISTRICT

EMPLOYMENT

OPPORTUNITIES

**Apply to: Human Resources, Room 133, 545 W. Dayton St.
Madison, WI 53703 (608) 663-1865 Phone (608) 204-0346 Fax**

June 1, 2012

STARTING HOURLY PAY RATE: Short-Term: \$14.91; Long-Term: \$15.85 (Long-Term: A substitute clerical/technical employee who works a minimum of seven (7) consecutive work days for the same regular employee .)

Substitute secretaries may indicate their assignment preferences with respect to work location. They are not, however, guaranteed that assignments will be available at their preferred locations nor are they guaranteed hours. Substitute secretaries may decline assignments, and may indicate if they are not available for work for a period of time.

A substitute secretary who is called in error and reports to an assignment, and is not subsequently reassigned, will receive 1/2 day's pay at the applicable rate. If the substitute is reassigned to another work location, he/she will be reimbursed for mileage between the original and subsequent work locations. A substitute secretary who works on the same day at more than one work location will be reimbursed for mileage between work locations.

This position is covered by the provisions of the Supportive Educational Employees Collective Bargaining Agreement. The following is an informal outline of selected provisions: Substitute secretaries will be treated equally with all other external candidates for vacant positions and they are not eligible for internal transfers or promotions. Substitute secretaries are not eligible for benefits.

SUBSTITUTE SECRETARY

Under supervision, performs general clerical tasks according to established guidelines.

EXAMPLES OF DUTIES:

- Answers the telephone.
- Assists students, staff, parents, volunteers, and the community with various questions and concerns.
- Records attendance.
- Maintain student account records
- Receives and records fees.
- Performs word processing and bookkeeping.
- Types letters, memos, and reports.
- Assists in maintenance of records which includes filing.
- Sorts and distributes mail.
- Reports payroll.
- Collects, inputs, and retrieves data from Munis (Financial and HRIS system)
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively with diverse clientele, staff, and the community, orally and in writing.
- Ability to deal with the public in a professional, courteous manner.
- Ability to proficiently use a personal computer.
- Knowledge of generally accepted bookkeeping practices.
- Ability to operate various commercial kitchen equipment.
- Experience working cross-culturally and/or commitment to work toward improving one's own cultural competence, i.e. valuing difference/diversity, recognizing personal limitations in one's skills and expertise, and having the desire to learn in these areas.

MINIMUM QUALIFICATIONS:

- Two years successful office experience or a combination of experience and formal training equivalent to two years, including one year of computer experience (word processing and data entry).
- Typing 45 w.p.m.

DESIRED QUALIFICATIONS:

- Bilingual – Spanish preferred