

Anoka Hennepin Independent School District #11 Position Standard

Secretary

Essential Functions (for all secretaries):

- *Specific position duties will be listed on the posting of each secretary opportunity, as positions are posted.*

Secretary - Class A Receptionist, Switchboard, Mailroom, Copy Room, Media Dept, Part-time Elementary Secretary, Part-time Department / Program Secretaries (excludes Community Education).

Secretary - Class B All other secretary positions not listed in Class A or Class C.

Secretary - Class C Principal's Secretary – (one at each elementary school, middle school, and high school), Department Lead Secretaries, Data Management Dept Secretaries, Payroll Dept Secretaries, Information Systems Dept Secretaries.

Minimum Qualifications (for all secretaries):

- High School Diploma or equivalent.
- Ability / desire to use computer for word processing, record keeping and information retrieval.
- Good oral and written communication and organizational skills.
- Accuracy and attention to detail.
- Flexibility.
- Ability / desire to work cooperatively with departments, district staff and public.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Physical Factors (for all secretaries) include:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20''), midrange vision, far vision (over 20'), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.