

# Anoka Hennepin Independent School District #11

## Position Standard

### Secretary

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#### 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.

#### 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.