



## **Secretary Opening**

Position Title: **Secretary**  
Status: **Full Time, Monday-Friday**  
Hours: **To Be Determined**  
Reports to: **Supervisor**

Job Objective: To support and aid in smooth and efficient operation of the divisional school office so that the office's maximum positive impact on the education of children can be realized.

### **Essential Functions:**

Daily job responsibilities/functions to include, but not limited to:

- Operate and maintain office
- Operate duplicating equipment and other office equipment
- Greet all visitors courteously in person, by phone, or using email to determine their needs, to provide information, and to direct them to the proper person.
- Monitor incoming and outgoing telephone calls, provide information, and record messages.
- Attend to the needs of students who are injured or feel ill.
- Assist with distributing home letters, report cards, etc.
- Assist with conferences and or divisional school events as needed.
- Prompt and regular attendance is required.
- Keep school records and business confidential.
- Others as deemed necessary.

### **PHYSICAL REQUIREMENTS:**

- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers
- Grasping: Applying pressure to an object with fingers and palm.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/ or fingers.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.

**Job Requirements:** Must have the ability to perform the duties stated above.

**Experience:** Job related experience is desired.

**Required:** Must pass Criminal Background Check and TB Test

Interested candidates should email Mrs. Mai Shoua Xiong for an application. **Please submit an application, resume, three signed letters of recommendation and college transcripts to Mrs. Mai Shoua Xiong.** An interview will follow for all eligible candidates. Position to start in the as soon as possible. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797 or email her at [xiong.maishoua@myhapa.org](mailto:xiong.maishoua@myhapa.org).