



Promotional Examination for **SCHOOL SECRETARY II**

THE DUTIES: School Secretary II's supervise the clerical activities in a large school office, exercising independent judgment and performing other related duties as required. These are 12-month positions.

NOTE: The eligible list generated by this examination may be used to fill Office Assistant III positions when there is an insufficient number of City of Milwaukee employees on the Office Assistant III eligible list.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. A minimum of four years of office experience that included a substantial amount of typing.
NOTE: Job-related coursework from an approved college or business school may be substituted for up to six months of the time requirement. Proof of coursework or transcripts must be shown prior to participating in the examination.
2. One year of the above experience must have been as a School Secretary I, at least six months of which must have been in a school office.
3. Current status immediately preceding the date of this examination as a regularly appointed School Secretary I with the Milwaukee Public Schools.

THE CURRENT SALARY RANGE (A-4) IS: \$28,914 to \$37,885 annually

THE SELECTION PROCESS will consist of a job-related written test and performance tests.

EXAMINATION WEIGHTS: Written – 5 Typing - 1

Candidates must receive a minimum qualifying rating on each part of the examination. This is a continuous examination. Test sessions for **2008** are as follows:

- **Typing Test - May 6, 2008.** Those persons receiving a minimum score of 50 words per minute will be scheduled for the written test on May 8, 2008 (evening session).
- **Typing Test - November 11, 2008.** Those persons receiving a minimum score of 50 words per minute will be scheduled for the written test on November 20, 2008 (evening session).

If you think you may have a conflict with test date(s) shortly after the final filing date (due to vacation, hospitalization, etc.), call 286-3751 immediately. We will try to reduce impacts but cannot guarantee that the scheduled date will meet everyone's needs.

PLEASE NOTE: Applications must be filed by April 21 for the May session and by October 27 for the November session. Typing tests will be administered on computer keyboards.

Qualified applicants will be notified of the date, time and place of the examination by mail. Candidates may participate in this examination only once every six months. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.