



We are pleased to announce that we are seeking qualified applicants for the position of
SECRETARY II

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **Secretary II**
40 hrs/week, M-F, 189 days (pro-rated for remainder of 2021-22)

LOCATION: **Alyce Hatch Center, Bend**

START DATE: **As soon as possible**

SALARY RANGE: **As established by bargaining agreement, Classified Wage Schedule, no less than \$15.68/hr**
Benefits include family insurance package, paid sick/personal leave and paid holidays, generous PERS contribution

QUALIFICATIONS: **Definition**
Under supervision the secretary provides support to a department or program in a professional manner. The secretary follows prescribed or established procedures which can be learned by training on the job.

Qualifications
This position requires a High School diploma or equivalent. Pleasant personality and neat appearance is required. A thorough knowledge of business English, composition, spelling and punctuation is expected. A working knowledge in use of general office equipment and associated programs/software is required. The secretary must be organized. The ability to perform significant reaching, bending, stooping, crouching and lifting 35 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: **Open until filled**

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Amy McCormack, 541.312.1964 or amy.mccormack@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.693.5601
kristen.johns@hdesd.org

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED:	10/13/21
_____ DIRECTOR OF HUMAN RESOURCES Posting # C20-21/139-5392	

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Classification Classified

Reports To EIECSE Director

Performance Responsibilities

1. With minimal direction make appropriate decisions regarding work methods and priorities.
2. Communicate via phone, writing, and in person with customers, employees, and the general public using professional tact, courtesy, and good judgment.
3. Provide approved information to other departments, customers, employees, and the general public.
4. Represent the EI/ECSE organization with a courteous and helpful attitude toward all agencies and departments served.
5. Maintain harmonious working relationships with others.
6. Work with accuracy and attention to detail.
7. With minimal supervision prioritize and coordinate multiple work projects.
8. Successfully operate standard office equipment such as computers, copiers, printers, calculators, laminators, etc.
9. Enter and maintain required information on the ecWeb database.
10. Receive, deliver, and distribute mail, supplies, and other materials to the department and/or area.
11. Accurately maintain files, records, correspondence, reports, etc.
12. Respect and maintain confidential information in all situations per HIPPA/FERPA laws.
13. Make mathematical computations and tabulations accurately and with reasonable speed.
14. Use technology and related software programs accordingly to maintain documents, spreadsheets, brochures, flyers, reports, calendars and other program related documents.
15. Prepare agendas and attend meetings to accurately record official minutes and distribute appropriately.
16. Prepare forms for signature of supervisor or staff, applying knowledge of established departmental/program procedures and functions.
17. Maintain simple bookkeeping requirements.
18. Schedule appointments and events for the program, department, and building.
19. Represent the program/department as the Staff/ESD Liaison including assisting with time sheets, mileage forms, attendance/leave record keeping, sub approval process, ESD forms, and other related assistance.
20. Per Health Department requirements, coordinate necessary documents and data entry of Immunization records, reporting to the Health Department the program's status and expulsion methods.
21. Fulfill other related duties as assigned.

Terms of Employment

Salary, benefits and vacation are established by policy and collective bargaining agreement.