



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

- POSITION(S): 1**      **Secretary II**  
20 hrs/week, days/hours flexible, 250 days (pro-rated for remainder of 2018-19)
- LOCATION:**            **Deschutes Children's Foundation, East Bend Campus**
- START DATE:**        **February 18, 2019 or as soon as possible**
- SALARY RANGE:**     **As established by bargaining agreement, Classified Wage Schedule, no less than \$14.38/hr**  
**Benefits include pro-rated insurance package, paid sick, personal and vacation leave and paid holidays**
- QUALIFICATIONS:**   **DEFINITION**  
Under supervision, the secretary provides clerical support to department or program in a professional manner. The secretary follows prescribed or established procedures which can be learned by training on the job.

**QUALIFICATIONS**

There is a minimum requirement of a high school diploma or equivalent. A working knowledge of modern office practices, procedures and equipment is preferred. It's necessary to have thorough knowledge of business English, grammar and punctuation. Must be organized, and type rapidly and accurately. Pleasant personality and neat appearance is required. Must have access to reliable transportation, and consistent attendance is required. Must be able to bend, stoop and lift up to 50 pounds.

Please see attached job description for more information and performance responsibilities.

**APPLICATION PERIOD:**      **Open until filled**

**CONTACT:**                **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Lori Colvin, 541.749.2138 or [lori.colvin@hdesd.org](mailto:lori.colvin@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](http://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](mailto: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:	1/29/19
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<b>DIRECTOR OF HUMAN RESOURCES</b> <b>Posting # C18-19/124-6184</b>	

# **SECRETARY II**

## **Definition**

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## **Qualifications**

There is a minimum requirement of a high school diploma or equivalent. A working knowledge of modern office practices, procedures and equipment is preferred. It's necessary to have thorough knowledge of business English, grammar and punctuation. Must be organized, and type rapidly and accurately. Pleasant personality and neat appearance is required. Must have access to reliable transportation, and consistent attendance is required. Must be able to bend, stoop and lift up to 50 pounds.

**Classification** Classified

**Reports To** Program Administrator or designee

## **Performance Responsibilities**

1. Make appropriate decisions regarding work priorities
2. Work with accuracy and attention to detail
3. Coordinate multiple work projects
4. Learn assigned tasks readily and to adhere to prescribed routines
5. Communicate clearly and appropriately verbally and in writing with customers, employees and the general public using tact, courtesy and good judgement
6. Give approved information to other departments or the public, applying knowledge of office rules, policies and procedures
7. Represent department with a courteous helpful attitude toward all agencies and departments served
8. Maintain harmonious working relations
9. Accurately use current technology to facilitate communications, maintain calendars, produce reports, basic accounting, purchases, spreadsheets, various forms and compose correspondence as required in the course of work
10. Operate standard office equipment
11. Learn and successfully use assigned software and accurately maintain official information on a database
12. Receive and distribute mail, supplies and other materials for a department or area
13. Make mathematical computations accurately
14. Accurately index and file correspondence, reports and other materials
15. Accurately maintain files, records, correspondence, reports, etc.
16. Attend meetings to accurately record official action and accurately prepare minutes
17. Must communicate regularly and appropriately through use of email
18. Respect and maintain confidential information in all situations
19. Fulfill other related duties as assigned

## **Terms of Employment**

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

**Evaluation** Program Administrator