



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

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 III
40 hr/wk, Mon-Fri, 210 days per year (pro-rated for remainder of 2021-22)

LOCATION: Bend/Redmond

START DATE: December 1, 2021 (16 hr/week – January 3, 2022 increase to 40 hr/week)

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, no less than \$16.95/hr
Benefits include family insurance package, sick leave and paid holidays, generous PERS contribution

QUALIFICATIONS: DEFINITION
With a minimum of supervision, secretary provides support to a department or program director in a professional manner. The secretary performs duties within broad parameters, exercising considerable independent judgment, and may oversee and direct the work of other classified employees.

QUALIFICATIONS

This position requires a High School diploma or equivalent. Successful experience in a similar position is required. A thorough knowledge of business English, composition, spelling and punctuation is expected. Considerable knowledge of modern general office practices and procedures, record keeping and reporting is expected. The secretary must be highly organized with the ability to direct the work of other classified employees. Competency in use of computer and appropriate software specific to the needs of the position 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. 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 more information and position responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Jan Colvin, 541.693.5600, jan.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 or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)
- 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 541.638-9654
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: 9/24/21

DIRECTOR OF HUMAN RESOURCES
Posting # C21-22/136-1806

SECRETARY III

Definition

With a minimum of supervision, secretary provides support to a department or program director in a professional manner. The secretary performs duties within broad parameters, exercising considerable independent judgment, and may oversee and direct the work of other classified employees.

Qualifications

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Classification Classified

Reports To Program Administrator or designee

Performance Responsibilities

1. Act as secretary to a program director or a program
2. Plan, coordinate and direct the work of other classified employees
3. Work independently and make appropriate decisions regarding work methods and priorities
4. Interpret and apply information in making work decisions or in providing information to others
5. Effectively communicate over the phone, in writing, and in person with customers, employees and the general public using tact, courtesy and good judgement while applying knowledge of departmental regulations and procedures
6. Represent department and agency with a courteous and helpful attitude toward all agencies and departments served
7. Establish and maintain effective working relationships with others
8. Work with accuracy and attention to detail
9. Coordinate and prioritize multiple work projects
10. Successfully operate standard office equipment including a computer and appropriate software
11. Set up and accurately maintain official information on a database
12. Increase knowledge and application of computer software programs as required
13. Schedule appointments and events for director, program or department
14. Attend meetings to record official action, prepare minutes for official record, and distribute
15. Receive and distribute mail, supplies and other materials for a department or area
16. Accurately maintain files, records, correspondence, reports, etc.
17. Set up reports and documents from files and records in appropriate format
18. Compose correspondence and prepare forms for signature of supervisor, applying knowledge of established departmental or program procedures and functions
19. Make mathematical computations and tabulations accurately with reasonable speed
20. Maintain simple bookkeeping according to established account classification
21. Respect and maintain confidential information in all situations
22. Fulfill other related duties as assigned

Terms of Employment

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