



# FERN RIDGE SCHOOL DISTRICT 28J

## Job Vacancy Announcement

### Notice of Vacancy

#### Secretary I – 2.00 hours per day Elmira Elementary School

August 6, 2018

Fern Ridge School District is currently accepting applications for a 2.00 hour per day Secretary I position at Elmira Elementary School. We are seeking outstanding candidates who will become members of a cohesive team.

Job Summary – The Secretary I performs general office/clerical work. Some non-routine phases of work are referred to the immediate supervisor or Secretary II for advice. Decisions and determinations are based on procedures which may not be clearly defined and work may be performed from limited instructions. The use of independent judgement is required on routine assignments. A complete job description is attached to this posting.

Benefits include:

- **Starting Salary of \$13.79 to \$14.44 per hour, depending on experience.**
- **Paid Leave**

Applicants can mail, drop off or email the following:

- ~Letter of Application
- ~Classified Application Form
- ~Current Resume
- ~Three (3) Letters of Recommendation

**Current Fern Ridge School District employees need only to submit a letter of interest.**

Other considerations:

- ~ Application screening will begin August 14, 2018
- ~ This position is open until filled
- ~ Starting date will be 2018-2019 school year
- ~ The successful candidate must have a fingerprint background check (cost is \$71.50) unless fingerprinting has already been done with another school district. A portion of this fee may be taken out of the employees first paycheck
- ~ The successful candidate must be able to obtain/maintain a first aid/CPR card.

Information is available at the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253, or [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us).

**Send to:**

Fern Ridge School District  
Human Resources Department  
88834 Territorial Road  
Elmira, OR 97437

**Contact Information:**

Website: [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)  
Phone: 541-935-2253 Ext. 1203  
Email: [mcook@fernridge.k12.or.us](mailto:mcook@fernridge.k12.or.us)



## FERN RIDGE SCHOOL DISTRICT 28J

### JOB DESCRIPTION

---

**Job Title:** Secretary I  
**Reports To:** Building Administrator  
**Status:** Classified – Non-Exempt

#### JOB SUMMARY

The Secretary I performs general office/clerical work. Some non-routine phases of work are referred to the immediate supervisor or Secretary II for advice. Decisions and determinations are based on procedures which may not be clearly defined and work may be performed from limited instructions. The use of independent judgement is required on routine assignments.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Demonstrate regular and acceptable attendance and punctuality.
2. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Work independently and cooperatively in teams with other staff members and students.
5. Attend staff meetings.
6. Attends in-service and workshop trainings.
7. Maintains appropriate certifications and training hours, as required.
8. Completes appropriate logs, forms and paperwork, as required.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Performs a variety of tasks, including answering telephones, routing telephone calls or messages to appropriate staff, operating general office machinery, typing, proofreading, filing and handling incoming and outgoing mail.
11. Greets parents, patrons and staff in main office and directs as appropriate providing guest badges, bus passes, etc. and ensures that all visitors are signed in and wearing a visitor badge.
12. Appropriately maintains and secures confidential records and inquiries.
13. Assist Secretary II in establishing and maintaining files – student CUM files, health records, attendance, confidential files, etc.
14. Compiling information for various school groups and/or departments and preparing reports.
15. Composing correspondence independently on routine manners.
16. Respond to inquiries from district staff, students, and parents.
17. Provides backup Secretary II support.
18. Assist with Health Room duties.
19. Perform other duties as assigned by the Building Administrator.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### Required Knowledge, Skills and Abilities

1. Knowledge of Student Services Information System.
  2. Ability to execute procedures in accordance with established District guidelines and procedures.
  3. Knowledge of modern office methods/machines, practices and procedures, computer entry, word processing, spreadsheets, and databases.
  4. Knowledge of Business English, spelling, and arithmetic.
  5. Knowledge of Oregon Revised Statutes and Oregon Administrative Rules
  6. Knowledge of Oregon Student Accounting Manual.
  7. Ability to operate standard office machines, computers and calculators.
  8. Ability to organize work and establish priorities in workload in order to meet deadlines.
  9. Ability to make involved and varied arithmetic computations rapidly and accurately.
  10. Ability to carry out oral and written instructions.
  11. Ability to interpret data and compile necessary reports.
  12. Ability to work independently.
- **Education and/or Experience:** High school diploma or equivalent with a minimum of two (2) years' experience in a K-12 school setting preferred.
  - **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to successfully and appropriately work with students, staff, parents and community members. Maintain confidentiality. Listens to others without interrupting, keeping emotions under control, remaining open to others ideas and contributing to building a positive team spirit. Demonstrates ability to remain calm and professional in an environment with frequent interruptions.
  - **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, analyzes, and interprets documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to effectively present information and respond to questions in small group or one-on-one situations.
  - **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform basic math skills involving monetary units.
  - **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
  - **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to type accurately and proficiently.

*Fern Ridge School District is an Equal Opportunity/Affirmative Action Employer*

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community, and vendors. Ability to multi-task, meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain and maintain a valid First Aid Card and other training as assigned by the District.

## **SUPERVISORY RESPONSIBILITIES**

The Secretary I reports to the Building Administrator. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

The working conditions are that of a typical office setting with standard office equipment (computer, ten-key, phone, copier, fax, etc.). The employee typically works with groups of staff and on a one-on-one basis, but may work alone in the office; noise level in the work environment is usually low to moderate.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is regularly required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to outdoor weather conditions. The employee may be exposed to bodily fluids and bloodborne pathogens.

*Fern Ridge School District is an Equal Opportunity/Affirmative Action Employer*