



## FERN RIDGE SCHOOL DISTRICT 28J Job Vacancy Announcement

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### SECRETARY I 2.50 HOURS PER DAY at ELMIRA ELEMENTARY

March 30, 2021

Fern Ridge School District is accepting applications for a 2.50-hour Secretary I position at Elmira Elementary School.

#### **Essential Requirements:**

- Ability to work closely with students, parents and teachers.
- Ability to stay on a daily schedule and prioritize tasks in a high-paced environment.
- Excellent written and oral communication skills.
- Ability to take direction and feedback from supervising staff.
- Fingerprint background check with the Oregon Department of Education (cost is \$71.50).  
Background checks are required for each successful candidate prior to starting work.

#### **Personal Strengths:**

- Problem solver; comfortable creating or improving upon existing systems.
- Strong organizational and time-management skills.
- Ability to be proactive and positive with staff, students, and parents.
- Understand the importance of confidentiality.
- Ability to work harmoniously with others to achieve common goals.
- Ability to foster and maintain a positive school culture, characterized by trust, shared thought leadership and respect.

**Application Procedure:** Complete applications can be dropped off with the Superintendent's Office at 88834 Territorial Rd. Elmira or can be sent electronically to [mcook@fernridge.k12.or.us](mailto:mcook@fernridge.k12.or.us)

Your complete application will include:

- Letter of Interest
- Current Resume
- Completed Classified Application
- At least three (3) letters of recommendation from persons qualified to comment on your skills, abilities and/or preparation for this position.

In-district employees need only to submit a letter of interest to be considered for this position

#### **Compensation:**

- Pay Range of \$14.46 - \$15.14 per hour depending on experience (these rates will increase as of July 1, 2021).
- PERS Eligible

**Hiring Details:** Application screening to begin as early as April 6<sup>th</sup>, 2021.

**Start Date:** To be determined.

**An Affirmative Action/Equal Opportunity Employer:** Fern Ridge School District 28J does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as require by state and federal law. If you have any concerns or complaints, please contact Human Resources at 541-935-2253 Ext 1203.

**Veterans:** A copy of the applicants Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pensions.

**Disabled Veterans:** A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

**Contact Information:**

Fern Ridge School District 28J  
Human Resources Department  
88834 Territorial Road  
Elmira, OR 97437

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



## FERN RIDGE SCHOOL DISTRICT 28J

### JOB DESCRIPTION

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**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.
  - **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 and other training as assigned by the District. Must hold and maintain a valid first aid card or acquire one within the first three months of employment.

## **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.

### **OTHER**

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.