

To apply to this position, please go to the North Clackamas School District job site, Applicant Tracking and apply to JobID# 3137, found under Categories, Secretarial/Clerical.

<https://www.applitrack.com/nclack/onlineapp/>

Bond Administrative Assistant, 8hrs/day (1.0 FTE), Full Time, Permanent

Bond funded positions are anticipated to last from 5 to 7 years. At that time, the future status of employees holding these positions will be subject to the collective bargaining agreement.

POSITION SUMMARY:

This position provides secretarial and office management support for a major department which is headed by an administrator who is part of the senior leadership team and for which the position is not otherwise an exempt confidential position. Incumbent serves as a senior secretary/administrative assistant responsible for supporting the department administrator and, as appropriate, providing administrative leadership to the department staff. Incumbent may exercise leadership authority over a given project requiring direction and coordination under the supervision of the administrator.

Initial wage placement according to NCSD/OSEA Collective Bargaining Agreement.

CLASSIFIED WAGE SCHEDULE 2016-2017								
JOB GROUP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
F	17.54	18.41	19.34	20.32	21.33	22.40	23.52	24.70

Based on the above wage schedule, the District will pay the employee's 6% contribution to the Public Employees Retirement System (PERS), upon eligibility.

Retirement Plan Contributions

We are a Public Employee's Retirement System (PERS) employer. PERS allows employees to contribute 6% of their salary to their Individual Account Program (IAP). However, WE make the 6% contribution to our employee's IAP account for them. This means no money is taken out of our employees paychecks but they are still getting 6% of their salary contributed to their retirement IAP account. In addition, we make a contribution to our employees PERS OPSRP Pension Plan.

SCHEDULE: TBD

WORK CALENDAR: 261 days

MINIMUM QUALIFICATIONS:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Completion of a post-secondary degree preferably in a business-related field. At the discretion of the District, highly related and comparable experience in excess of that required below may be substituted for all or part of the two years of college/university education.
- Five (5) years of progressively responsible office experience involving independence of action and decision-making responsibilities. For positions involving fiscal and/or bookkeeping responsibilities, the experience must include accounting and bookkeeping procedures. Related education above the high school level may be substituted for experience at the District's discretion.
- Must possess advanced secretarial, administrative, and clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology, keyboarding skills of at least 40 words per minute, and skill in the use of office software for documents, spread sheets, presentations, and, as appropriate, databases.
- Strong technology, mathematical, and analytical skills and the ability to develop written communications to effectively and efficiently communicate complex information.
- Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to interact with students, parents, staff, and community members personally, telephonically, and through electronic communications, in a warm and confident manner.
- Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
- Ability to maintain confidentiality in all matters.
- Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

MAJOR DUTIES AND RESPONSIBILITIES (depending on specific assignment):

1. Administrative Support. Provides secretarial support to the senior administrator and serves as the administrative/office manager and/or to a districtwide program. The incumbent is expected to have an excellent knowledge of the entire district as well as knowledge of key stakeholders and groups external to the district. The incumbent exercises considerable judgment in interpersonal communications with and between the senior administrator and his/her contacts throughout the district and external to the district. Contacts frequently involve sensitive matters requiring sound judgment and

political sensitivity to assure that necessary information is shared while not compromising other information or the situation.

2. The Administrative Assistant is called upon to conduct substantive and critical research on behalf of the senior administrator. Gathering of data requires a high level of understanding of the issues, provides initiative and creativity in locating sources and gathering content. The Administrative Assistant exercises analytical skills in compiling, organizing, and presenting the research results and assuring adequacy and accuracy of information as well as its comprehension. Research material is commonly critical to the senior administrator's planning and decision making and is relied upon to meet a high standard of reliability.
3. The Administrative Assistant may exercise responsibility for management of projects requiring administrative, coordination, communication, and tracking and reporting skills. For such assignments, the Administrative Assistant may conduct such activities as project planning, project coordination, project advertising, assisting or leading grant and funding development, coordination and communication with external organizations and partners, tracking and monitoring key milestones, developing and/or tracking performance indicators, developing project evaluation materials and documentation, and project reporting.
4. The Administrative Assistant maintains appointment calendar to include scheduling and conflict resolution; schedules meetings; formats and initiates correspondence, staff evaluations, forms, memoranda, and reports from handwritten or computer drafts and distributes materials. At the discretion of the office administrator, the Administrative Assistant may type and distribute staff bulletins and newsletters; may schedule staff meetings and record and transcribe meeting minutes. The Administrative Assistant assists in providing secretarial support to staff and prepares business communications. The Administrative Assistant makes travel arrangements and prepares and submits all required paperwork. The Administrative Assistant maintains confidential records, evaluations, emergency procedures and information, and records and files for staff. He/she may have regular authorization to sign designated forms for the administrator(s). As requested or assigned, the Administrative Assistant initiates and/or prepares or provides guidance in the preparation and distribution of personnel documents and actions, and personnel related documents such as injury reports. He/she follows through to assure personnel and related transactions are processed and inform administrator of status of the action.
5. Office Management. Greets visitors entering the office and provides direction, guidance, and direct assistance on routine matters and personal areas of responsibility. Answers telephone and responds to inquiries; screens telephone calls; or redirects call based on knowledge of the office and the district. Routes, distributes and as appropriate, redirects mail to staff. Manages office budget, office supplies, and office equipment. Assists staff in the use of equipment and in appropriate office and administrative procedures. Takes the initiative to identify repair and maintenance needs and initiates and tracks repair and maintenance work orders to completion. Maintains calendar of events, recurring actions,

deadlines, and report dates, reminding staff of activities and dates as necessary. Establishes and/or implements office processes and procedures and, as appropriate, provides direction to office staff and makes arrangements for coverage during absences, breaks, lunch, and other situations. May train and supervise office support staff. Maintains staff time and attendance and leave records. Prepares payroll forms; arranges for substitutes when needed. Assures substitutes are aware of expectations, follow procedures and assists and supports as necessary.

6. Support of Office Work and Productivity. Prepares, develops, and maintains documents, data and information in direct support of the functions, responsibilities, and staff of the office. Includes supporting materials, reports, records, background information, files, and records of subject matter material.
7. Records and Files. Establishes, maintains, distributes and archives office records consistent with state and district policies and procedures. Retrieves records when necessary. Coordinates with the Human Resources Office and prepares records in response to public and other appropriate records requests. Maintains on-line data and records as required. Takes the initiative to implement and/or develop and maintain necessary forms to respond to the needs of the office.
8. Office Budget and Administration. Sets up and maintains office budget, expenditures, and related records such as purchasing, travel, and credit card use. Tracks budget and expenditures from multiple sources to include general fund, grant funds, ESD flow through funds, etc. Processes fiscal transactions consistent with administrator approval and direction. Assures proper signature approval of expenditures. Prepares budget and fund reports as required. Participates in audit of funds as appropriate. Assures proper documentation and filing of expenditures and reports.
9. Office Inventory. Maintains office inventory records and supply orders, prepares requisitions, checks in supplies and materials, and arranges for purchase order payment. Collects, assembles, and maintains documentation on office production and workload data as required.
10. Special Projects. Undertakes a variety of special projects related to the specific work of the office/department. Special project work includes tracking initiatives, collecting data and reports, preparing schedules and timelines, coordinating and recording meetings, maintaining reports on action follow-up, coordinating with external parties as assigned, and establishing files and documentation. May draft correspondence concerning special projects.
11. Conducts Research and Prepares Reports and Background Information. At the request of the office administrator, gathers background information and material; conducts preliminary record, hard copy, or on-line research to gather data and information required by the office administrator. Prepares the data in usable form to include assembled documents, spread sheets, data bases, summary documents, etc.

DESIRED QUALIFICATIONS:

Bilingual and bicultural skills.

Performs other duties as assigned.

Please refer to the job descriptions on the North Clackamas School District job site, Applicant Tracking for more detailed information.