Permanent, Part-time .5 FTE Confidential Office Support Position for Sisters School District

Posting Date: October 8, 2019

Description:

Sisters School District is in search of a permanent, Part-time .5 FTE Confidential Office Support for Sisters School District. This is a 206-day per year position, 4 hours per day from 10:00-2:00*. Flexible hours and days can vary based on office workload. The workdays for the 2019-2020 school year will depend on the hire date.

Definition:

With minimal supervision the assistant performs complex and highly responsible varied or specialized clerical, financial, or secretarial office support work for the Human Resource and Business Office departments. Assignments vary widely including involvement in subject matter and specific activities, application of technical expertise, the exercise of independent discretion and judgement, and generally applying broad guidelines to multiple work situations.

Qualifications:

This position requires an associate degree and/or 3 years of specialized and general office experience or any combination of education and experience which would provide the desired skills, knowledge and ability to perform the job. The person in this position must have a thorough knowledge of business English, composition, spelling and punctuation. The assistant must be highly competent in the use of computers and appropriate software specific to the needs of the position such as excel, with experience in Visions and Time Clock Plus preferred. Considerable knowledge of general modern office practice, procedure, record keeping and reporting is required. Must have reliable transportation, and consistent attendance is required.

Performance Responsibilities:

1. Communicate effectively with customers, employees and the general public using tact, courtesy and good judgement.
2. Accurately answer routine non-technical questions and refer other questions to the appropriate person.
3. Work with accuracy and attention to detail.
4. Handle multiple work projects.
5. Maintain harmonious working relations with the general public and staff.
6. Under direction, manage internal information by organizing and maintaining files and records.
7. Communicate regularly and appropriately through the use of email.
8. Respect and maintain confidential information in all situations.
9. Fulfill other work-related duties as assigned by the supervisor.
10. Support the account payable position by stuffing checks, reconciling, creating reports for board of directors.
11. Accurately reconcile monthly time clock records.
12. Other duties as needed.
Salary: $16.00 – $18.00 per hour depending on experience.
Position Closes: Until filled
Start Date: November 18, 2019

Posting and application can be located at:  http://www.ssd6.org/departments/humanresources/jobs under Confidential Jobs.

Submission Details: Submit a Cover Letter, SSD Application, Resume, Official Transcripts (if applicable) and two letters of recommendation to:
Sisters School District Attention: Shirleen Cundiff
525 E. Cascade Ave.
Sisters, OR 97759