

## **Position Title: Office Assistant**

Employee Group: Classified

Position Classification: Non-Exempt/Salary

Position #: 192 day contract - 4 hours per day (0.5FTE), potential for full time.

Salary: \$18.00 per hour starting wage

### **1. General Description of the Position's functions and purpose**

The primary purpose of this position is to provide support to all programs at the ESD. This person will work closely with the Administrative Assistant and with Directors to effectively support the role out of support for component districts.

### **2. Specific Duties and Responsibilities**

1. Clerical and organizational assistance to the following programs (not exclusive)

- Business Office
- Instruction
- Integrated Guidance
- Human Resources
- Technology

### **3. Difficulty**

Complexity: Ranges from minimal to complex.

### **4. Personal Relations**

ESD staff

Component Districts

Vendors

### **5. Environment**

Harney Education Service District site

### **6. Physical Requirements**

Lifting 25 pounds occasionally, with frequent sitting, frequent standing/walking and driving.

### **7. Title of the person to whom this Position Reports**

A. Superintendent

### **8. Qualifications - Minimum Required**

To perform this job successfully, an individual must be able to perform each essential duty 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 functions.

- Organizational skills
- Ability to work independently to complete assigned tasks
- Knowledge and experience with schedules

- Effective oral and written communication skills.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

### **9. Desirable additional Qualifications**

Shall, at all times, demonstrate cooperative behavior with colleagues, customers, and supervisors. Must be a team player.