



Harney Education Service District  
Receptionist/Administrative Assistant

Minimum Qualifications -

- Principles and practices of office coordination and management
- Principles and practices of advanced record keeping
- Knowledge of English spelling, grammar, and punctuation
- Knowledge of office procedures and computer equipment
- Principles and practices of research and problem solving
- Principles and practices of planning, coordinating meetings, and events
- Demonstrated ability to exercise confidentiality, tact, and diplomacy
- Demonstrated ability to work both independently and as part of a team to accomplish a variety of tasks, including vehicle and building upkeep
- Excellent skills in taking accurate minutes and editing documents
- Computer skills

200 days a year - full-time benefits - starting at 6 hours a day, 5 days a week.

Pay - depending on experience.

[Job Description](#)

Interested parties need to complete an application from Harney ESD Regional Services Center @ [harneyesd.k12.or.us](http://harneyesd.k12.or.us) or 25 Fairview Heights Loop, Burns. You may email your application to [yorkh@harneyesd.k12.or.us](mailto:yorkh@harneyesd.k12.or.us). Position open until filled.

Harney ESD is an Equal Opportunity Employer