

## Job Opening Announcement & Job Description



### Professional Services Team Receptionist/Secretary

<b>Supervisor:</b> Professional Services Team Leader	<b>Division:</b> Administrative Services <b>Location/Assignment:</b> NCESD in Wenatchee
<b>Salary Range:</b> \$36,770.00 - \$44,137.00	<b>Conditions of work:</b> 8 hours/day, 260 days per year <i>non-exempt position</i>

#### GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The Professional Services Team Receptionist/Secretary serves as the lead agency Receptionist handling a multi-line phone system in a front desk environment, utilizing word processing, email/database systems, spreadsheets, fiscal applications, presentation, and publishing software. Other responsibilities for this position include secretarial services including filing, correspondence, coordination of routine tasks, preparation of staff travel, communication with clients, as well as the lead Fingerprint Clerk and other office duties as assigned. Professional Services Team Members work continuously in an environment that requires collaboration and teamwork.

#### Qualifications: Required

- Three or more years as a secretary in a professional office setting required.
- Demonstrated experience in use of multi-line phone system in a front desk environment.
- Outstanding customer service skills both over the phone and in person.
- Demonstrated experience in MS Office software (Word, Publisher, Excel, PowerPoint, Outlook).
- Experience in graphic design for an office setting (brochures, newsletters, flyers preferred).
- Demonstrated outstanding organizational skills in a fast-paced multi-tasking environment required.
- Valid Washington State Driver's License and willingness to occasionally travel.

#### Skills, Knowledge, and/or Abilities:

- Demonstrates excellent written and verbal skills.
- Demonstrates experience in use of multi-line phone.
- Demonstrates outstanding customer service skills both over the phone and in person.
- Relates and communicates effectively with others.
- Portrays positive attitude, initiative and responsibility to the Professional Services Department.
- Understands and carries out oral and written directions efficiently and effectively.
- Exercises pleasant and tactful telephone manners and other effective public relations skills.
- Demonstrates intermediate use skills in software application to include MS Word, MS Excel, MS Outlook 2013, MS Publisher, and MS PowerPoint.
- Demonstrates familiarity with office and desktop technology, i.e. web browser, scanner, digital camera, LCD projector.
- Demonstrates experience in graphic design skills using the MS suite 2013 of software (as well as Office 365) and internet graphics, i.e. clipart, digital photos, etc.
- Successfully handles frequent interruptions, changes in assignments, and functions effectively with a demanding work load.
- Exercises confidentiality and displays loyalty and integrity.

#### Timeline:

Position opens: June 16, 2017  
 Position closes: June 30, 2017  
 Screening & Interviews TBD  
 Position begins as soon as possible

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Serves as agency Receptionist and backs up other ProServ team members as needed.
- Serves as Fingerprint Clerk.
- Processes requisitions and maintains supplies as needed for departments.
- Provides information to teachers and administrators regarding services and programs of the North Central ESD.
- Reviews and corrects drafts for grammar, spelling, punctuation and clarity.
- Plans, schedules and supports program needs for meetings and trainings.
- Utilizes word processing, email/database systems, spreadsheets, fiscal applications, presentation, and publishing software to maintain records, correspondence, copy machines, and process travel requests and arrangements.
- Processes announcements and other correspondence; drafts routine letters and completes other word processing assignments.
- Maintains files for professional staff as requested.
- Other duties as assigned by the Professional Services Team Leader, Assistant Superintendent or Superintendent.

**Professional Growth and Responsibilities**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

**Physical Demands**

- The position requires frequent sitting, standing, stooping, kneeling, walking, and crouching; ability to lift and/or move up to 40 pounds.

**Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**

[Click here to apply](#)