

Job Opening Announcement & Job Description



Professional Services Team Secretary

Supervisor: Professional Services Team Leader	Division: ProServ Location/Assignment: NCESD 171 - Wenatchee
Salary Range: \$42,031.00 - \$55,935.00 (based on a 260 day schedule)	Conditions of work: 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 regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of staff and students as a Professional Services Team Secretary for the ESD. The Professional Services Team Secretary position is a fast-paced, multi-tasking, ever-changing position supporting multiple professionals and their departments. The Professional Services Team Secretary provides services utilizing word processing, email/database systems, spreadsheets, fiscal applications, presentation, and publishing software, filing, correspondence, coordination of routine tasks, preparation of multiple staff travel and various other projects, communication with clients. Other responsibilities for this position may include backup agency Receptionist handling multi-line phone system in a front desk environment, as well as possibly fingerprinting and other office duties as assigned. Professional Services Secretaries work continuously in an environment that requires collaboration and teamwork. This position is based in Wenatchee, Washington.

Qualifications - Required:

Required Education and Experience:

- Three or more years as a secretary in a fast-paced, multi-tasking, professional office setting serving multiple professionals/departments.
- Demonstrated expertise in MS Office software (Word, Excel, PowerPoint, Outlook)
- 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 outstanding organizational skills in a fast-paced, multi-tasking environment required
- Valid Washington State Drivers' License and willingness to occasionally travel

Preferred:

- Experience with social media, Cloud applications, graphic designs for an office setting (including digital brochures, newsletter and flyers preferred)

Skills, Knowledge, and/or Abilities:

- Demonstrates intermediate use skills in software application to include MS Word, MS Excel, MS Outlook, and MS PowerPoint.
- Demonstrates familiarity with office and desktop technology, i.e. web browser, scanner, digital camera, LCD projector.
- Demonstrates experience in Cloud applications, social media, graphic design (digital fliers, etc.) graphic design skills using the MS suite 2013 of software (as well as Office 365) and digital graphics, i.e. images, digital photos, etc.
- 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.
- 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: October 3, 2018
Position closes: October 17, 2018

Screening & Interviews: As soon as possible
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:

- Processes announcements and other correspondence; drafts routine letters and completes other word processing assignments.
- Utilizes word processing, email/database systems, spreadsheets, fiscal applications, presentation, and publishing software to maintain records, correspondence, and process travel requests and arrangements.
- Reviews and corrects drafts for grammar, spelling, punctuation and clarity.
- Provides information to teachers and administrators regarding services and programs of the North Central ESD.
- Maintains files for multiple professional staff as requested.
- May serve as agency backup Receptionist and supports other ProServ team members as needed.
- May serve as back up Fingerprint Clerk.
- Processes requisitions and maintains supplies as needed for multiple departments.
- Plans, schedules and supports multiple program needs for meetings and trainings.
- Arranges travel as needed for multiple staff.

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, implements, and abides by ESD and partnering agencies' policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Supports and follows the policies and procedures of the agencies served
- Submits records, reports and assignments promptly and efficiently.
- Ability to work in a team environment.
- Ability to multi-task in an environment with constant interruptions.
- Ability to be cross-trained as Fingerprint Clerk.
- 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.
- Assists with other responsibilities as assigned by the Professional Services Team Leader, Assistant Superintendent and/or Superintendent.
- 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

- Work is performed primarily in an office setting. Sitting for extended periods of time may be required.
- Lifts and carries a maximum of 40 pounds.
- Adequate manual and finger dexterity, hearing, speech and vision are necessary to perform the essential functions of this position.

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](#)