

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: August 02 – 06, 2021

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

| Position | Hours/FTE | Location |
|----------------------------|---------------------------|-----------------|
| Assistant Secretary | 8.0 HPD/Continuing | ORLA |

This 219 day per year position works Monday – Friday, 8.0 hours per day.

The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.

Salary: OEAPA Salary Schedule – Range 18 - \$21.27 – \$26.16 per hour

Job Purpose: The purpose of the OEAPA Range 18 Office Professional - Secretary is to provide full clerical assistance in a specialized area to an Olympia School District site or program. This position may provide oversight and direction to a lower range OEAPA member.

Essential Job Functions (including but not limited to):

- Complete intermediate level office tasks such as directing work, compiling data, creating reports, etc.
- Ability to perform complex routine tasks with minimal supervision
- Ability to complete work independently
- Ability to resolve emergent issues and adapt to changes in work priorities
- Attend meetings and training sessions as assigned
- Assist other office personnel for the purpose of supporting them in the completion of their work
- Interact with the public and other employees on a continual basis
- Follow established routines and meet deadlines within clearly defined area
- Ability to coordinate work with others
- Ability to make sound independent decisions within scope of assignment
- Demonstrate full working and technical knowledge, skills and ability in a school setting
- Other related duties as assigned

Job Requirements and Qualifications:

- Prior comparable job related experiences – 2 years related experience preferred
- High degree of comfort with educational technology programs and systems

- Ability to use English in both written and verbal form, using correct spelling, grammar and punctuation
- Must be able to work independently, understand and carry out oral and written instructions
- Significant physical abilities include reaching, bending, speaking, listening, reading
- Education: High School Diploma or equivalent
- License, certification, bonding, and/or testing required: Criminal justice fingerprint clearance

Necessary Personal Attributes Required:

- Must exercise confidentiality, concentration and be able to plan and conduct own work
- Demonstrates strong and consistent communication skills
- Ability to multi-task successfully in a fast paced work environment
- Ability to work with frequent interruptions
- Punctuality, professionalism and regular attendance necessary

Application Procedure for out of district candidates

Apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation

is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.