

Harney ESD Region XVII
Regional Service Center Administrative Assistant/Receptionist

Minimum Qualifications-

Principles & practices of office coordination and management

Principles & practices of advanced record keeping

Knowledge of English spelling, grammar and punctuation

Knowledge of office procedures and computer equipment

Principles & practices of research & problem solving

Principles & practices of planning, coordinating meetings & 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

Ability to attend evening board meetings on occasion to take minutes

Excellent skills at taking accurate minutes and editing documents

Computer Skills

200 Days Part time benefits - starting at 4 hours a day, 5 days a week

Pay - Depending on experience

Interested parties need to obtain an application from Harney ESD Regional Services Center @ harneyesd.k12.or.us or 25 Fairview Heights, Burns. You may email your application to caldwelj@harneyesd.k12.or.us. Position is open until filled.

Harney ESD is an Equal Opportunity Employer