



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Administrative Assistant
Department: As Assigned
Location: As Assigned
Reports To: Administrator
FLSA Status: Non Exempt
Bargaining Unit: Classified, OSEA
Compensation: Classified Salary Schedule, Range A
Work Days: Varies by Department

Prepared Date: 6/2023

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The primary purpose of this position is to provide a variety of clerical and secretarial support involving word processing, data entry and retrieval, filing, and recordkeeping for an assigned Administrator or program. May serve as the key contact for a department or program. This position requires intermediate level clerical skills to perform a range of tasks. It also requires detailed knowledge of the specific assignment and department/NWRES D procedures related to the duties assigned. Employees are expected to exercise judgment and independent decision making within those procedures. Generally, these assignments may require regular use of three or more software solutions generally used by NWRES D with facility and accuracy.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or GED
2. Bilingual – Spanish/English preferred
3. Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES:

1. High level of communication/interpersonal skills
2. Ability to work independently on complex tasks
3. Excellent verbal and written communication skills
4. Possess organizational skills for optimally prioritizing and managing multiple tasks, demonstrating initiative and problem solving skills
5. Experience with Microsoft Office Suite and Google Drive
6. Ability to maintain the integrity of confidential information and able to respond sensitively to questions about student, family and staff matters

7. Solid understanding of spelling, punctuation, capitalization, word usage and sentence structure of the English language
8. Experience with data entry
9. Ability to compose a finished product from rough copy or verbal instructions
10. Ability to work under pressure and tight timelines

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Perform various clerical tasks and secretarial duties for the assigned Administrator to include: maintaining calendar, scheduling meetings, assistance with documentation, correspondence, phone calls, paper and electronic filing, collection of data, meeting minutes and preparation for meetings
- B. Independently prepare, maintain, and disseminate records/files; establish and update manual and computerized recordkeeping systems; retain and retrieve files, data, and related information requiring knowledge of department procedures
- C. Compose, reviews, edit, and proofread documents and reports in Word using accurate business English, including composition, spelling, grammar, punctuation, and letter format
- D. Initiate completion of regularly recurring reports, correspondence, and duties related to the program's fiscal year
- E. Process requisition, reimbursements, purchase orders, invoices, and reports including appropriate documentation and assuring appropriate approval and account coding using the fiscal software system and intermediate to advanced functions in Excel
- F. Receive, receipt, and record fees; perform various posting and balancing of assigned portions or records and accounts
- G. Process and distribute documents such as mail, staff time sheets, building facility use, work orders, student rosters, schedules, newsletters for the purpose of disseminating information to appropriate parties for action
- H. Data entry and retrieval (including uploads to Word and Excel) from various software systems used by NWRESD
- I. Order and distribute supplies; replenish office supplies
- J. Update website for program/department
- K. Update or develop forms for use in the delivery of assigned tasks
- L. Assist other personnel in order to ensure efficacy of NWRESD work
- M. May train other employees in basic applications, processes, or procedures
- N. Assist as requested with meeting registration, set-up and clean up
- O. Perform other job duties as assigned

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals



Northwest Regional Education Service District

- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.

- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and Responsibilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.



Northwest Regional Education Service District

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.