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| Louis Dix  Superintendent |

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| Grant School District #3  401 N. Canyon City Blvd. **•** Canyon City, OR 97820  Phone: (541) 575-1280 **•** Fax: (541) 575-3614 |

**OFFICE SECRETARY/SPECIALIST**

**SENECA GRADE SCHOOL**

GRANT SCHOOL DISTRICT NO. 3, JOHN DAY, OREGON, IS SEEKING APPLICANTS FOR AN OFFICE SPECIALIST POSITION AT SENECA GRADE SCHOOL.

**QUALIFICATIONS:**

* HIGH SCHOOL GRADUATE OR EQUIVALENT
* DEMONSTRATABLE SECRETARIAL SKILLS
* BOOKKEEPING AND COMPUTER SKILLS
* PREFERRED COMPUTER SOFTWARE SKILLS: SYNGERY, QUICKEN, MEALTIME
* HOLDS A CURRENT FIRST AID/CPR CARD OR WILLING TO OBTAIN BY HIRE DATE

**REQUIREMENTS:**

* MAINTAIN CONFIDENTIALITY
* COMMUNICATION SKILLS WITH STAFF/STUDENTS/PATRONS
* STRONG COMPUTER SKILLS
* PROVIDES DIRECT AND INDIRECT ASSISTANCE TO ACADEMIC FUNCTIONS AND SERVICES
* PROVIDE PROOF OF EXEMPTION OR COMPLIANCE WITH OAR 333-019-1030 REQUIREMENTS FOR OREGON PUBLIC SCHOOLS’ STAFF

**COMPENSATION:**

* SALARY TO BE DETERMINED BASED ON EXPERANCE -40 HOURS/WEEK – W/BENEFITS

**A COMPLETED APPLICATION FILE WILL INCLUDE:**

* DISTRICT APPLICATION FORM
* RESUME
* TWO LETTERS OF RECOMMENDATION

**SEND APPLICATION MATERIALS TO:**

JANA YOUNG – HUMAN RESOURCES

GRANT SCHOOL DISTRICT #3

401 NORTH CANYON CITY BLVD.

CANYON CITY, OR 97820

541-575-1280 EXT. 3023

e-mail: [youngj@grantesd.k12.or.us](mailto:youngj@grantesd.k12.or.us)

**TIMELINE:** OPEN UNTIL FILLED

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Per District Policy GBED, this job offer is conditional on successful passage of an initial drug test and may be withdrawn from any candidate who tests positive for controlled substances. Fingerprinting and criminal record checks are required by the Oregon Department of Education. (ORS 584-36-062)

Posted 05/01/2023