

**EAST VALLEY SCHOOL DISTRICT NO. 90**

2002 BEAUDRY ROAD

YAKIMA, WA 98901

(509) 573-7300

FAX 573-7340

04/15/2019

**POSITION ANNOUNCEMENT**

*REVISED 4/25/19*

**CLASSIFIED  
ASSISTANT SECRETARY  
EAST VALLEY HIGH SCHOOL**

**IN-DISTRICT ONLY**

**POSITION COMMENTS:**

- For current In-district employees only
- Assignment to begin the 2019-2020 school year.
- Monday – Friday: 8.0 hours per day / 190 days per year.
- Counseling Secretary / High School Registrar
- Health Insurance benefits are available to employees who are employed at least 4.0 hours or more per day. The monthly health insurance allocation will be on an FTE basis to eligible full-time and part-time employees.

**MINIMUM QUALIFICATIONS:**

- High School Diploma equivalent.
- Minimum of two (2) years job related experience required.
- Knowledge of general bookkeeping and secretarial procedures; correct grammar and spelling.
- Bi-lingual / Bilingual in English-Spanish preferred.

**Application Procedure:**

In-district candidates must submit a letter of interest and resume to Sheryl Seaman, Human Resources Director, District Office. The letter must include the position desired and the individual qualifications for the position.

Other Applicants must apply here: [evsd90jobs.hrmpplus.net](http://evsd90jobs.hrmpplus.net) Online job Center

For a complete job description, please see below.

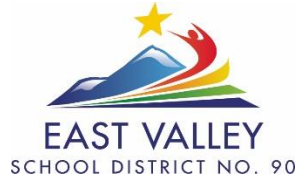
**CLOSING DATE: OPEN UNTIL FILLED**

**Immigration Reform and Control Act Requirements:** The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Disclosure Statement and Background Check:** Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check will be requested from the Washington State Patrol.

**Job Sharing:** Pursuant to Chapter 206, Laws of 1989, East Valley is willing to accept and consider applications from individuals wishing to job share.

**Equal Opportunity Employer:** East Valley School District No. 90 does not tolerate discrimination in connection with any programs, activities, or employment based on race, color, national origin, sex, sexual orientation, including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district Title IX, Section 504/ADA, and Civil Rights Coordinator, Mr. Russ Hill, 2002 Beaudry Road, Yakima, WA 98901, [hill.russell@evsd90.org](mailto:hill.russell@evsd90.org) or (509) 573-7300. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination 3210 policy and procedure, contact your school or district office or view it online at [www.evsd90.org](http://www.evsd90.org).



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### **JOB DESCRIPTION**

#### **High School Assistant Secretary**

#### **GENERAL DUTIES:**

The purpose of the High School Assistant Secretary is to provide clerical support in order to maintain efficient office operations.

#### **ESSENTIAL FUNCTIONS:**

- Respond to staff, students, parents, outside agencies and the community (i.e. answering the telephone, problem resolution, and information dissemination).
- Assist the head secretary in all phases of office operations.
- Provides verbal and written English/Spanish translation if required.
- Provides secretarial and office support, including word processing, filing, scheduling, and records control; performs data entry, word processing, spreadsheet, and/or report functions on an office computer.
- Updates and maintains financial, student, and office records using computerized applications; maintains hard copy files, as needed.
- Performs a variety of duties to assist with office and/or school operations, which may include providing administrative support in a school library or an attendance, counseling or program office; prepares materials, including duplicating, collating, sorting, and stapling; distributes materials; types correspondence and processes a variety of forms; opens and distributes incoming mail; performs office receptionist duties as needed; performs duties related to specific program activities.
- Provides for the maintenance, accounting, and regular reporting of records, including student records such as cumulative folders, attendance records, health data, registration/withdrawal information, immunization records, and confidential data.
- Maintains a high degree of confidentiality with regard to all district-related matters and records; provides a friendly, open, safe and service oriented atmosphere.
- Uphold East Valley School Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, and enforce school rules.
- Perform related duties as required to support these functions and responsibilities.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge, Skills and Abilities:**

1. Knowledge of general bookkeeping and secretarial procedures; correct grammar, spelling and English usage, and Spanish if required.
2. Proficient in the use of computer technology, including spreadsheets, database, and word processing. Experience utilizing electronic means of communication.
3. Ability to learn the operation of specific software programs.

4. Set up and maintain an accurate filing system; organize and set priorities.
5. Ability to work effectively under pressure; work independently with minimal supervision.
6. Maintain confidentiality.
7. Record of dependability, flexibility, and strong attendance.
8. Establish and maintain effective working relationships with students, parents, staff and the general public.

**Education and Experience**

1. High school diploma or equivalent.
2. Minimum of two (2) years job related experience required.
3. Bilingual Spanish-English if required.
4. Ability to provide verbal and written Spanish-English translation if required.
5. School district secretarial experience preferred.

**Reports To:**

Building Principal

**Salary:**

PSE Salary Schedule A

**Clearance:**

Criminal Justice Fingerprints/Background Clearance