



Clackamas
Education
Service
District

*Dedicated to Excellence
through Leadership and Service*

13455 SE 97th Avenue
Clackamas, OR 97015-8662
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www.clackesd.k12.or.us

Milt Dennison
Superintendent

ANNOUNCEMENT OF CLASSIFIED OPENING - No. 1109
February 1, 2010

Human Resources Assistant

Administrative Services **Full Time**

GENERAL DESCRIPTION OF THE POSITION:

The Human Resources Assistant will perform administrative, secretarial, and clerical support functions for the Human Resources Services program. The Assistant focuses on the management of employment information, records, and reports related to the personnel functions of the ESD. The Assistant will exercise considerable discretion in preparing, protecting, and releasing confidential material relating to general district operation.

MINIMUM QUALIFICATIONS:

- Recent successful experience with general office practices and procedures requiring progressively greater skills
- Highly computer proficient in word processing and web applications
- Demonstrated ability to manipulate data and produce statistical reports using database and spreadsheet applications
- Demonstrated ability to keyboard accurately with a minimum speed of 60 words per minute
- Demonstrated ability to make decisions independently and use initiative to accomplish complex assignments with general instruction and guidance
- Demonstrated ability to exercise judgment and integrity on the job with confidentiality, tact, and diplomacy
- Demonstrated ability to organize time and other resources to perform multiple tasks simultaneously
- Ability to initiate tasks, anticipate needs and problem solve to assist others to fulfill their responsibilities
- Demonstrated ability to work accurately with attention to detail
- Skill at proofreading and editing
- Ability to effectively perform a variety of tasks with numerous interruptions
- Written and oral communication skills sufficient to perform essential functions
- Physical and mental attributes sufficient to perform essential functions

APPLICATION REQUIREMENTS:

- Letter of interest referencing vacancy number 1109
- Complete Clackamas ESD application
(available at http://www.clackesd.k12.or.us/hr/forms/Employment_Application.pdf)
- Resume
- Two letters of recommendation

Application Deadline: February 15, 2010 – 4:30 p.m.

Commences: As Soon As Possible

Starting Salary: \$15.74 per hour

Pre-Employment Drug Screen and Background Check Conducted
EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

APPLY TO:

Clackamas ESD, Human Resources, 13455 SE 97th Ave, Clackamas, OR 97015

Fax: 503-675-4200

Email: hr@clackesd.k12.or.us