

## Office Assistant | Receptionist

*Based on experience/qualifications*

Range: \$28,000 to \$32,000

NO STATE/LOCAL INCOME TAX

To obtain more information on this position go to: [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

CLOSING DATE: Open Until Filled

### **GENERAL PURPOSE OF THE POSITION**

Under the direction of the schools administration this position provides assistance/management support for the operation of the school. The position requires that individuals have a high level of awareness, tact, creativity, and initiative in directing or completing clerical, registration, and front office activities. This is a full-time position which makes contributions into the state's Public Employee Retirement System and is eligible for health benefits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Provides for registration, clerical, and front office work; and
2. Provides, obtains, relays information to/from visitors on their needs
3. Provides for a neat, clean, and orderly work environment; and
4. Provides for a smooth flow of information and delivery of services, and ensures that procedures/ policies/ regulations are implemented by students, parents, and general public; and
5. Provides for the operation of various office business machines while providing clerical work for other staff at the direction of administration members; and
6. Provides for preparing, organizing, and attending details for events at NSHS including, but not limited to Informational Meetings, Awards Night, and Graduation.
7. Provides for typing letters, memos, bulletins, narrative reports, and/or tables from rough drafts
8. Provides for proof reading materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained; and
9. Performs other tasks related to the position as assigned; and
10. Provides for the overall support of the administration with duties related thereto, which includes, but is not limited to working extra hours and beyond the normal work schedule; and
11. Performs other tasks related to the position as assigned

### **MINIMUM REQUIREMENTS OF THE POSITION**

1. Knowledge of clerical practices, business machines, office management, and record keeping; and
2. Knowledge of personal computers and software application, which includes word-processing (MS Word), spreadsheets (MS Excel), contacts (MS Outlook), and presentations; and
3. Ability to plan, organize, set priorities and work independently with minimal supervision; and
4. Ability to keep information confidential and maintain an ethical attitude; and
5. Ability to interpret, explain, and apply written and oral instruction/procedures/regulations; and
6. Ability to do editorial checking for spelling, punctuation, and grammar; and
7. Ability to use discretion and make sound judgments, as appropriate; and
8. Ability to handle a number of tasks at one time; and
9. Ability to concentrate on accuracy of details; and
10. Ability to work under pressure, meet short deadlines, and flexible hours/shifts; and
11. Ability to use judgment as to when to act independently and when to refer to supervisor; and
12. Ability to cooperate with management, staff, outside agencies, and the public; and
13. Ability to recognize and report hazards and apply safe work methods; and
14. Ability to demonstrate strong communication skills; and

15. Ability to promote public relations and deal tactfully and diplomatically with people; and
16. Ability to gain cooperation and conformance without authority; and
17. Ability to handle tasks with speed and accuracy; and
18. Ability to keep a neat, clean, and orderly office; and
19. Ability to work cooperatively with employees, students, parents, the public, and other agencies

**EXAMPLES OF ASSIGNED WORK AREAS:**

1. Strength
  - a. Light to Moderate – exert force between 20 – 50lbs. Occasional amount of force frequently to lift, carry, push, pull, or move objects especially when cleaning.
2. Physical Demands
  - a. Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintains concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, VDT screens or other monitoring devices.
3. Environmental Conditions
  - a. Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Various computers, textbooks, printers, type writers, telephones, cleaning supplies, calculators, copy machines, fax machines, telephones, filing cabinets /equipment, vacuum, and cleaning supplies/equipment etc.

**QUALIFICATIONS:**

1. Training and Experience:
  - a. High School Diploma required
  - b. College experience/degree preferred
  - c. Keyboarding of greater than 30 – 40 words per minute; and
  - d. MUST be proficient with Microsoft Office Products; a skills test will be given

**DOCUMENTS REQUIRED AT TIME OF APPLICATION:**

To apply for this position please complete the following:

1. Complete and email the following to Nevada State High School at [jhawk@earlycollegenv.com](mailto:jhawk@earlycollegenv.com)
  - a. Nevada State High School Application (download at [www.earlycollegeNV.com](http://www.earlycollegeNV.com))
  - b. Copy of most current resume
2. Complete an online questionnaire at [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

**HIRING PROCESS AND TENTATIVE DATES:**

Based on initial screening of applications, resumes, and questionnaires candidates may be invited through email notification to participate in the following:

1. Skills test for candidates;
2. Oral interview of candidates (TBD); and

Nevada State High School is actively seeking to fill this position in a timely fashion. Initial review of applications, resumes and questionnaires will begin on Thursday, October 10, 2013 and will continue regularly through October 2013. Check back here frequently to see the most current status of this position.