

November 14, 2023

JOB ANNOUNCEMENT

District Office Administrative Secretary & HR/Payroll Clerk

QUALIFICATIONS:

1. High school diploma.
2. Degree in Accounting or related field preferred, but not required
3. School office and/or other related HR/payroll/secretarial experience preferred.
4. Proficiency with Microsoft programs, including Word, Excel, Outlook, and Publisher.
5. Skills including: Typing Proficiency, Analyzing Information, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, General Math Skills, Financial Software, Reporting Skills, Verbal Communication, and Organization.
6. Work efficiently and with a customer-service oriented attitude under stressful situations with constant interruption.
7. Ability to change and adapt office procedures to ensure the needs of the district are met.
8. Passing score on pre-employment test.

START DATE:

As soon as possible, depending on successful candidate availability

REPORTS TO:

Superintendent

JOB GOAL:

To complete job performance responsibilities with attention to detail, efficiency, organization, and a positive attitude while coordinating matters essential to the efficiency and effectiveness of the district office.

PERFORMANCE RESPONSIBILITIES:

1. Maintains payroll information by collecting, calculating, and entering data. Updates payroll records by entering necessary changes. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, retirement, and nontaxable wages. Resolves payroll discrepancies by collecting and analyzing information. Pays employees by calculating pay and deductions; issuing checks.
2. Coordinates insurance benefits for employee groups including presentation of summary information and acting as liaison with benefit providers.
3. Serves as a primary receptionist during assigned hours, communicating with the public, employing discretion and independent judgment, directing individuals to the correct person or efficiently resolving their concerns.
4. Provides excellent customer service by answering questions and requests, verbally and written. Maintains operations by following policies, procedures, and confidentiality.
5. Performs office routines and practices associated with a busy and productive office.
6. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form. Independently composes a variety of materials, such as letters, minutes, memorandums, reports, and statistical data.

7. Maintains school board files and compliance records.
8. Coordinates personnel information including job postings, employee hiring data, educational credits, tracking staff training, and employee orientation.
9. Maintains and tracks compliance records for: school bus drivers, employee first aid certification, and driving abstracts.
10. Other duties as assigned.

SALARY:

Beginning pay ranges from \$19.75/hour - \$25.50 depending on degree and skill set. Higher rates for employees with previous HR or Payroll experience in school settings. This is a non-union, full-time, year-round position with medical benefits, retirement, paid holidays, and vacation. Work shift to be determined when hired.

CLOSING DATE:

As soon as a suitable candidate is found.

APPLICATION:

To be considered, applicants must submit the following to the Selkirk District Office at 219 Park Street, PO Box 129, Metaline Falls, WA 99153 (509) 446-2951:

- Letter of Application
- Completed Selkirk School District application form
- Resume

EMPLOYMENT INFORMATION:

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Catie Gillespie at (509) 446-2951. Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drugfree workplace.

The Selkirk School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights/504 Coordinator, Nancy Lotze, 509-446-2951, nlotze@selkirkschools.org and Title IX Coordinator, Amanda Burnett, 509-446-3505, aburnett@selkirkschools.org. PO Box 129, Metaline Falls, WA 99153.

Title IX
Amanda Burnett
Selkirk MS/HS High School
10372 Hwy 31
Ione, WA 99139
(509)446-3505

Civil Rights Officer/Section 504 Coordinator
Nancy Lotze
Selkirk School District
PO Box 129
Metaline Falls, WA 99153
(509)446-2951