



# GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820  
Phone: (541) 575-1280 • Fax: (541) 575-3614

## OFFICE SPECIALIST II GRANT UNION JR/SR HIGH SCHOOL 2024-2025 SCHOOL YEAR

GRANT SCHOOL DISTRICT NO. 3, JOHN DAY, OREGON, IS SEEKING APPLICANTS FOR OFFICE SPECIALIST II POSITION AT GRANT UNION JR/SR HIGH SCHOOL.

### QUALIFICATIONS:

- HIGH SCHOOL GRADUATE OR EQUIVALENT
- DEMONSTRATABLE SECRETARIAL SKILLS
- BOOKKEEPING AND COMPUTER SKILLS
- PREFERRED COMPUTER SOFTWARE SKILLS: SYNERGY, I-VISIONS, ODE REPORTING
- HOLDS A CURRENT FIRST AID/CPR CARD OR WILLING TO OBTAIN BY HIRE DATE

### REQUIREMENTS:

- MAINTAIN CONFIDENTIALITY
- COMMUNICATION SKILLS WITH STAFF/STUDENTS/PATRONS
- PROVIDES DIRECT AND INDIRECT ASSISTANCE TO ACADEMIC FUNCTIONS AND SERVICES
- MAINTAIN STUDENT INFORMATION SYSTEM AND STATE/FEDERAL REPORTS
- MAINTAIN ACCURATE RECORDS TO VARIOUS LOCAL FUNDS GENERATED BY STUDENT ACTIVITIES AND MEAL PROGRAMS TO THE LEVEL REQUIRED FOR FINANCIAL AUDIT
- ASSIST WITH PAYROLL PROCESSING

### COMPENSATION:

- SALARY RANGE - \$22.22- \$25.77

### A COMPLETED APPLICATION FILE WILL INCLUDE:

- DISTRICT APPLICATION FORM
- RESUME
- TWO LETTERS OF RECOMMENDATION

### SEND OR DROP OFF APPLICATION MATERIALS:

Jana Young, Human Resources  
Grant School District No. 3  
401 N. Canyon City Blvd.  
Canyon City, OR 97820  
[youngj@grantsd.org](mailto:youngj@grantsd.org)

**Applications can be obtained and returned to Grant School District #3 office or the John Day Employment office.  
Applications are also available on-line at:**

<https://grantsd3.schoolinsites.com/humanresources>

**TIMELINE:** Closing Date July 18, 2024

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. Fingerprinting and criminal record checks are required by the Oregon Department of Education. (ORS 584-36-062)