



**Part- Time Secretary  
(24 hours per week)**

NAVAJO COUNTY EDUCATION SERVICE AGENCY  
Revision Date: August 15, 2014

**SALARY RANGE**

\$11.35 - \$14.19 Hourly  
\$544.80 - \$681.12 Biweekly  
\$14,164.80 - \$17,709.12 Annually

**SUMMARY:**

Under general direction of the Chief Deputy and with judicious guidance from the Elected Official, performs administrative work of minimal difficulty in planning and organizing activities for the agency and its employees. Serves as the primary communication liaison between the employees, other departments and agencies and the general public, as well as the education community.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Greet and assist the public, guests of the ESA and answers multi-line telephones.

Responsible for creating brochures, programs, letterhead, business cards and other items using desktop publishing software and/or working directly with professional printing services. Create flyers, advertisements and completion certificates for professional development classes offered by the ESA.

Responsible for maintenance and repairs of all office equipment, which includes scheduling maintenance and repair requests. Responsible for communication with Fleet, Facilities and other departments as needed, to schedule work, repairs, etc.

Daily tidying of office, which includes coordinating of decorating of office for holidays.

Receives and distributes mail. Review, compose, answer and distribute mail as appropriate.

Receive all home school students' documents, enter into database and file as needed. Provide appropriate home school information packets to the public as requested. Stay current on laws and guidelines related to home school students in order to help this office stay compliant with requirements.

Order all office supplies for this office and other related agencies.

Receives, copies and distributes Treasurer's Office reports on a monthly basis. Includes binding of the reports.

Makes appointments, travel and meeting arrangements.

Provide administrative assistance as needed for Superintendent and Chief Deputy.

Provide confidential assistance with personnel matters for department.

Responsible for keeping office website updated with current information.

Other duties as assigned.

**EXPECTIONS:**

1. To develop and maintain effective working relationships with coworkers within the Department, County, NCESA, other agencies and the public.
2. Follow written and verbal instructions, communicate effectively verbally and in writing, communicate in a face to face setting and by telephone with public and employees.
3. Comprehend and make inferences from written material.

4. Operate a variety of standard office equipment requiring continuous or repetitive arm hand movements
5. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Enter data into a keyboard device.
7. Scheduled work hours must be 8:00 a.m. through 5:00 p.m., Monday, Wednesday and Friday, with a scheduled lunch break of one hour (11:00AM – 12:00PM or 1:00PM – 2:00PM).
8. Remain in a sitting position for extended periods of time.
9. Must also be willing to travel, as needed in order to attend various meetings and presentations throughout the County.

**KNOWLEDGE AND SKILLS:**

Knowledge of office practices and procedures.

Knowledge of English grammar, spelling, arithmetic, punctuation and grammar.

Knowledge of office file management techniques.

Skill in handling large volumes of information and documents.

Skill in screening calls and forwarding messages.

Skill in effectively communicating verbally and in writing.

Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

**DESIRABLE QUALIFICATIONS:**

High School Diploma or G.E.D. with coursework in office secretarial skills or business; demonstrated ability to type sixty WPM; AND three years of experience in secretarial work; OR an equivalent combination of education, training and experience; prior work experience in a government setting preferred.

**EMPLOYEE BENEFITS**

- Arizona State Retirement System: Employees working at least 20 hours per week for 20 or more weeks
- Health, dental and life benefit insurance paid for employees working at least 20 hours per week for 20 or more weeks

**APPLICATION PROCESS:**

Interested parties may download the application from [www.navajocountyaz.gov/schools/employment.aspx](http://www.navajocountyaz.gov/schools/employment.aspx)

1. Complete and submit application
2. Submit letter of interest and resume
3. Return completed packet to Tami Phillips via email at [tami.phillips@navajocountyaz.gov](mailto:tami.phillips@navajocountyaz.gov) or mail to Navajo County Education Service Agency, PO Box 668, Holbrook, AZ 86025

**QUESTIONS:**

Please contact Tami Phillips at 928-524-4202 or [tami.phillips@navajocountyaz.gov](mailto:tami.phillips@navajocountyaz.gov) for any questions.