

**Head Start Office Assistant 3
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=260340>

Downloaded On: Jul. 29, 2025 6:48am

Posted Jul. 28, 2025, set to expire Aug. 6, 2025

Job Title Head Start Office Assistant 3
Department District HS Northeast CC
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 28, 2025

Application Deadline 08/06/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Apply By Email

Job Description

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Head Start Office Assistant 3

Community Colleges of Spokane

Location:HS Northeast Community Ctr Spokane

Department:District HS Northeast CC

Salary Range: \$3,417 - \$4,542

Starting salary for this position is: \$3,417(Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families. and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of eligible students while they attend college.

Applications will be accepted until 4:00 p.m. PST on 08/05/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Head Start Office Assistant

JOB SUMMARY

Under general supervision this position will perform a variety of clerical assignments to support Head Start center(s) operations. Responsibilities include: receptionist, responding to inquiries regarding program and center services, composing correspondence, preparing reports, establishing and maintaining electronic and manual filing and record keeping systems, updating computer databases, and purchasing supplies and materials. This position will act as a liaison with Spokane Colleges departments and the Head Start center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Perform receptionist duties such as answer telephones, greet visitors, respond to inquiries or make appropriate referrals, and resolve and/or refer problems. *
- Perform a variety of word processing tasks, including composing and proofreading correspondence, transcribing meeting minutes, and preparing materials for distribution. Create

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and maintain documents such as meeting notices, agendas, site calendars, newsletters, and letters to families. Maintain spreadsheets and databases for recordkeeping purposes (e.g., performance standards, volunteer hours) and gather data for monthly reporting. *

- Provide clerical support including word processing, data entry i.e., USDA meal count tracking and maintaining site waitlist using Child Plus program, scanning, and filing (electronic and hard copy) and routine maintenance of program archive files to meet state and federal records retention schedules. *
- Operate, maintain, and arrange for maintenance of office equipment including telephone, fax machine, laminator, and copy machine. Coordinate building maintenance services including janitorial and repair services as needed for HS classrooms and workspace. *
- Order, receive, and maintain office and program supplies, equipment, and forms. Prepare and/or process Spokane Colleges and Head Start/EHS forms e.g., key requests, staff training requests, vicinity travel, time and effort reports, BIRs and work orders. *
- Perform Purchasing Card custodian duties: sign card in/out to staff, log transactions, review and code transactions, and reconcile invoices to statement. Complete or process purchase requisitions and invoices. May perform shopping/purchasing activities in support of site needs, e.g., parent meeting refreshments. *
- Perform building office clerical duties in support of the Center Manager. *
- May train and direct the work of volunteers.
- May provide occasional assistance in giving breaks to education staff.
- May assist in other Head Start locations as needed.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences

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- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Proficient in spelling, punctuation, sentence structure and grammar.
- Excellent verbal, written, and interpersonal communication skills.
- Working knowledge of general office equipment.
- Experience using computers and spreadsheets, database and word processing software (prefer Microsoft Office).
- Ability to use a multi-line phone system and possess proper phone etiquette skills.
- Ability to work on and pivot between multiple tasks and work in a fast-paced environment.
- Customer service experience.
- Proofreading and filing skills.
- Ability to handle constant interruptions.
- Ability to maintain a high level of confidentiality.
- Ability to work independently in the absence of a supervisor and as a member of a team.
- Basic arithmetic skills.

DESIRED QUALIFICATIONS

- Two or more years clerical data entry experience.
- Two or more years Microsoft Word, Excel, Access, and Publisher.
- Previous work experience with Head Start or ECEAP, child and family centered programs, and/or low-income populations.
- Experience with specific software programs, e.g., ChildPlus; as well as automated/web based purchasing systems.

PHYSICAL REQUIREMENTS

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- Work is performed in an office environment.
- Frequent use of computers.
- Move up to 20 lbs. occasionally.
- Work directly with students/clients.
- Occasional exposure to fumes, dust, odors and/or biohazards.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Cyclic schedule (less than 12-months/40-hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Post-Offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-Employment Post offer Criminal history/child abuse information check including Washington State Department of Children, Youth and Families Portable Background Check prior to employment.
- Criminal background check required.
- May require local or regional travel.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

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Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or

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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/head-start-office-assistant-3-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

District HS Northeast CC

Community Colleges of Spokane

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