

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

CLERK IV

DEPARTMENT: School Offices or Offices at Other Sites

JOB SCOPE

Reports to the Principal or the Manager of the department concerned.
May take direction from other employees with a higher classification.
Responsible for various general office functions.
Works under close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Performs general office duties.
Provides clerical assistance to other staff.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent) supplemented by courses in office administration.
Ability to type accurately at 40 words per minute.
Ability to establish and maintain good working relationships with staff, students and general public.
Ability to understand and effectively carry out oral and written instructions.
Working knowledge of office methods and procedures.
Good knowledge of business English, spelling and punctuation.
Skill in operating standard office equipment and computers (word processing and spreadsheets).
Good interpersonal and communication skills.
Related experience preferred.

Revised Feb. 1994
Reviewed Apr. 2007
Revised Jun. 2015