

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

CLASSIFICATION DESCRIPTION

SECRETARY

DEPARTMENT: School

JOB SCOPE

Reports to the Principal.
Responsible for various general office duties related to the school.
May be required to give direction to other employees.
Provides information and assistance to staff, students and public.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Performs receptionist duties and processes mail and merchandise.
Provides information on matters relating to students and the school within limitations of legislation and policy.
Provides general office services pertaining to the operation of the school.
Assists staff, students and public as required by the Principal.
Performs annual school opening and closing clerical procedures.
Operates and maintains office equipment.
Completes cash receipts, banking, school accounting records and school financial reports.
Maintains student records using school administration software and produces required reports.
Maintains permanent record cards and student files.
Prepares month-end and year-end reports.
Generates reports on statistical data as required by the Principal.
Undertakes data collection procedures as required by the school district.
Assists in the care of sick or injured students.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent) supplemented by one year of courses in office management including introductory accounting.
Ability to type accurately at 50 words per minute.
Knowledge of basic accounting methods.
Ability to establish and maintain good working relationships with staff, students and public.
Ability to organize and work with minimum supervision.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Good working knowledge of office methods and procedures.
Good knowledge of business English, spelling and punctuation.

CLASSIFICATION DESCRIPTION

SECRETARY

QUALIFICATIONS AND EXPERIENCE

Ability to work with speed and accuracy.

Skill in operating standard office equipment and computers (word-processing, spreadsheets, accounting and school administration software).

CPI training preferred.

Valid B.C. class 5 driver's licence preferred.

Valid Level 1 first aid certificate.

Two to three years of recent secretarial experience.

Revised Jun. 2001

Reviewed Nov. 2004

Reviewed Apr. 2008

Reviewed Apr. 2011

Revised Jun. 2015

Revised Mar. 2019