



School District #54 (Bulkley Valley)
JOB DESCRIPTION

CLERICAL – SECRETARY 1
Location: District Schools

SUMMARY:

Reporting to the School Principal, the Secretary 1 provides basic clerical and reception support at schools/sites within the School District and ensures the efficient, quality operation of the school/district office.

DUTIES

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, faxing, record keeping, expense claims, processing report cards, newsletters, permission slips, bus lists, bus requests, incident reports, reports and slips, maintaining an inventory of materials/supplies, sorting and distributing mail, typing routine and confidential correspondence
- Maintains database information as required (SIS/SDS)
- Answers inquiries and provides assistance to students, teachers and the public
- Ability to communicate effectively, both orally and in writing
- Ability to be self-motivated, self-directed and flexible, with good organization and planning skills
- Ability to work independently with constant interruptions
- May be required to transport students
- May be required to count money
- Sorts and distributes mail – may pick up or deliver to the Post Office/Board Office
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to manage the total office workload and develop and streamline procedures
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of six months of relevant computer courses or an equivalent combination of training and experience
- Minimum of one year current relevant office experience
- Demonstrated, exceptional skills and experience with communication technology, word processing (50 words per minute), database management and spreadsheet programs (e.g. Microsoft Office/SIS/SDS/e-Funds)
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer