

TITLE: SCHOOL SECRETARY I
SECTION: As Appointed
REPORTS TO: Secretary III

#074

SUMMARY

Under the general supervision of the School Secretary III or designate, performs a variety of office and clerical duties to support the school's administrative system and instructional staff.

DUTIES

1. Provides school reception and general information by answering switchboard, distributing mail, greeting visitors, responding to student needs and answering general enquiries.
 2. Collects, prepares, photocopies, collates and distributes a variety of documents and may type from handwritten notes, rough drafts, or corrected copy.
 3. Provides general office assistance and may be assigned specific school duties, such as student record files, maintenance of student attendance/suspension records, parent liaison, input and retrieval of data utilizing a personal computer or the District's computer system.
 4. Receives and processes staff or student fees and monies from fundraising as directed.
 5. Maintains filing systems and secures school keys as directed.
 6. Assists with ordering and storing school supplies including first aid supplies.
 7. Assists with collecting, preparing, photocopying, collating and distributing a variety of documents and forms including the maintenance of lists, students directories and course outlines and health and safety binders.
 8. Assists with the preparation of certificates and transcripts for students.
 9. Assists with the maintenance of textbook distribution and returns and receipt of monies from students.
 10. Operates and provides maintenance to general office equipment including personal computer, photocopier, scanner, risograph, laminator, and fax machine.
 11. Assists or advises other school based staff.
 12. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
- Completion of the Applied Business Technology Certificate for Administrative Assistants and over 1 year related experience or an equivalent combination of training and experience
- Minimum keyboarding speed of 50 c.w.p.m.
- Demonstrated ability to operate all Microsoft Office products in a Windows environment
- Good interpersonal and communication skills
- Ability to operate and maintain standard office equipment, including a personal computer, photocopier, scanner, risograph, laminator and fax machine.
- Good grammar, spelling and punctuation skills
- Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines
- Ability to maintain the confidentiality of sensitive information seen or heard