

“DRAFT”

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: CLERK-SECRETARY – CALL-OUT SERVICE

JOB SUMMARY: An employee hired to perform the tasks and duties pertaining to the secretarial and clerical functions of the Teacher and CUPE Call-Out Service, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Valid British Columbia Driver’s license.
3. Demonstrated computer, word processing and data entry skills. Minimum keyboarding speed 55 w.p.m. Accurate typing skills are essential.
4. Must have one of the following:
 - a) Minimum one year’s Accounting Certificate.
 - b) One year’s Office Administration Certificate.
 - c) Equivalent courses.
 - d) Equivalent work experience.
 - e) Equivalent courses and/or work experience.
5. Minimum two years experience in computer skills using word processing, spread sheets and data bases.
6. Extensive SDS – Absence Tracking experience.
7. Call-Out Service experience.
8. General knowledge and experience in computer payroll systems.
9. Conflict management skills.

MUST HAVE THE ABILITY TO:

1. Work split shift.
2. Maintain strict confidentiality.
3. Communicate effectively, orally and in writing.
4. Develop effective work methods to handle assigned tasks.
5. Be self-directed, flexible and work independently.
6. Operate and maintain office equipment related to the position.
7. Solve problems related to the position.
8. Apply strong organizational skills.
9. Keep current with all codes and regulations pertaining to the position.
10. Excel under extreme pressure and tight deadlines.

RESPONSIBILITIES AND DUTIES:

1. Delivery of Call-Out Services accurately and effectively.
2. Direct input into School District Systems Absence Tracking and Dispatch payroll system.
3. Understand, interpret and apply Collective Agreements and employment contracts.
4. Complete specialized and technical reports (SDS Call-Out Services development).
5. Identify and apply a wide range of mathematical and statistical concepts.

6. Perform mathematical calculations including using formulas and pre-established guidelines.
7. Liaise with School District personnel and work sites.
8. Complex keyboarding, such as memoranda, letters and data entries.
9. Produce and distribute various reports and develop reports when required.
10. Develop effective work methods to handle assigned tasks.
11. Meet required deadlines.
12. Prepare routine and confidential correspondence from oral or written instruction and on own initiative.
13. May be responsible for tasks related to accounting, budgeting and purchasing of supplies and services.
14. File, maintain and retrieve records.
15. Perform other job related duties.