

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: CLERK/SECRETARY

JOB SUMMARY: An employee hired to perform the tasks and duties pertaining to the secretarial and clerical functions of an administrative office, 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.
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 one year's experience in computer skills using word processing, spread sheets and database.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Maintain confidentiality.
3. Develop effective work methods to handle assigned tasks.
4. Be self-directed, flexible and work independently.
5. Work under pressure (e.g. multi-task and meet deadlines).
6. Operate and maintain office equipment related to the position.
7. Perform simple mathematical calculations.
8. Complete specialized and technical reports.
9. Solve problems related to the position.
10. Apply strong organizational skills.
11. Keep current with all codes and regulations pertaining to the position.

RESPONSIBILITIES AND DUTIES:

1. File, maintain and retrieve records.
2. Complex keyboarding, such as memoranda, letters and data entries.
3. Develop effective work methods to handle assigned tasks.
4. Open, sort and distribute mail.
5. On occasion will be required to work independently.
6. Meet required deadlines.
7. Prepare routine and confidential correspondence from oral or written instruction and on own initiative.
8. May be responsible for tasks related to accounting, budgeting and purchasing of supplies and services.
9. Perform other job related duties.