



SCHOOL DISTRICT No. 62 (SOOKE)

3143 JACKLIN ROAD, VICTORIA, BRITISH COLUMBIA • V9B 5R1

TELEPHONE: 250-474-9800

FAX: 474-9893

ELEMENTARY SCHOOL CLERK

QUALIFICATIONS:

1. Secondary school graduation or equivalent/supplemented by courses in computer input and word processing.
2. Ability to get along well with people.
3. Able to work from semi-routine instructions.
4. Able to work efficiently despite constant interruptions.
5. One year of general office experience.
6. Ability to type (50 words per minute minimum).
7. Ability to operate common office machines and equipment.
8. Accountable for prompt and accurate attention to all details.
9. Working knowledge of business English, business Mathematics and office routines.
10. Holder of a valid Occupational First Aid Certificate – Level 1 or be prepared to obtain such certificate.

RESPONSIBLE TO:

Principal

SUPERVISES:

As assigned

JOB GOAL:

To contribute to the efficient operation of an office so that it can play its part in the education process.

PERFORMANCE RESPONSIBILITIES:

1. Operates computer – data entry and retrieval related to student demographics, academic progress, attendance and course selection.
2. Produces specialized lists using student demographics for Administrative Officers and Teachers as required.

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3. Maintains student Permanent Record cards and files.
4. Acts as a receptionist – makes and receives calls. Handles staff, parent and student inquiries.





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5. Types a variety of routine materials such as letters, forms, reports, memos, monthly statements, requisitions, tests, etc., from rough drafts or corrected copies using word processing.
6. Dispenses minor first aid as required.
7. Duplicates school newsletter, bulletins, informational materials, etc., for distribution to student and parents.
8. Respects the confidentiality of correspondence and discussions.
9. Receives and distributes all incoming mail.
10. Ensures that all outgoing mail has correct postage.
11. Files correspondence, requisitions, memos, etc. as required.
12. Uses office machines as required.
13. Keeps typewriter, duplicating machine and photocopier clean and maintains their supplies.
14. Performs related office duties as assigned.

TERMS OF EMPLOYMENT: Ten month year.