

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: SECRETARY II

QUALIFICATIONS:

1. Secondary school graduation supplemented by courses in general bookkeeping, excel, banking knowledge, computer skills including website maintenance, general office machines, experience learning data and computer systems and programs. Must have a diploma in Office Administration or equivalent.
2. Working knowledge of basic office procedures.
3. Holder of a valid Occupational First Aid Certificate – Level 1 or be prepared to obtain such certificate.
4. Ability to successfully meet and effectively deal with all individuals in or associated with the school such as students, parents, public, etc.
5. Minimum of three years office experience. There is a preference for one of these three years to involve work with school-age children given the nature of this role.
6. Skill in the operation of a keyboard (minimum 50 words per minute) and common office equipment and machines.
7. Good working knowledge of computer operations using Microsoft Office or equivalent.
8. Ability to plan, organize and establish effective office procedures and prioritize the work of the office without supervision.
9. Excellent knowledge of business English and office practices.
10. Ability to work as a team member.
11. Able to get along well with people and to use tact, diplomacy and persuasion to resolve problems or obtain services.
12. Ability to perform diversified tasks with constant interruptions without supervision.
13. Accountable for care, accuracy and attention to detail in all aspects of work and satisfactory provision of service.

TITLE: SECRETARY II

Page 2

RESPONSIBLE TO: Principal

SUPERVISES: Clerical Staff assigned

JOB GOAL: To assist and relieve the principal of administrative detail so he/she may devote maximum attention to the central problems of education and educational administration.

PERFORMANCE RESPONSIBILITIES:

1. Runs and plans the work of the office.
2. Composes and types a variety of letters, memos, forms, financial reports, office procedures, etc.
3. Ensures that all work expected by the principal or vice-principal is accurately completed on time.
4. Operates office machines as required.
5. Ensures office supplies are maintained and orders class materials, learning resources and equipment as required.
6. Receives all money coming into the school which involves issuing receipts, keeping and balancing cash receipts register and cash disbursement registers, making bank deposits, and keeping bank reconciliation statements, issuing financial statements and full budget control of all accounts concerned.
7. Supervises student calls. Makes calls to parents, public or fellow employees. Receives and re-routes all incoming calls, deals with public inquiries, makes appointments, etc.
8. Issues or dispenses bus passes monthly for courtesy riders and yearly bus passes for free riders as well as maintaining an up-to-date list of all bus passengers.
9. Maintains routes and registers student files and student permanent record cards as required.
10. Makes bus arrangements and records teacher sponsored field trips.
11. Records teachers-on-call and teacher absences.

TITLE: SECRETARY II

Page 3

12. Works with Home and School Association on various school activities (i.e. sports day, hot dog days, fairs) by making up and issuing notices, phone calls, ticker makings, running raffles and general assistance.
13. Dispenses first aid and tends to children in sick room.
14. Assists teachers in preparing instructional materials as approved by principal.
15. Maintains office-filing systems for correspondence, orders, forms and all incoming materials.
16. Receives public to the school courteously, determine their needs, and looks after them or routes them to the appropriate person.
17. Respects the confidentiality of correspondence and discussions.
18. Makes appointments and schedules meetings as required.
19. Opens and distributes all incoming mail, faxes and courier items.
20. Ensures that all office equipment is kept in good repair.
21. Performs related duties as required.

TERMS OF EMPLOYMENT: Ten-month year.

TITLE:**SECRETARY II**

Page 4

EVALUATION

DATE: January 20, 2017

JOB TITLE: SECRETARY II

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	5	75	High school Grade 12 graduation plus an additional programme of over one and up to two years or equivalent.
2.	Experience	6	90	Three years and over.
3.	Judgement	4	40	Job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	4	40	Continuous periods of intermediate duration.
5.	Physical Activity	3	18	Light activity of long duration; or medium activity of intermediate duration; or heaving activity of short duration.
6.	Dexterity	4	24	Accurate coordination of fine movements where speed is a secondary consideration.
7.	Accountability	4	40	Significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
9.	Interpersonal Skills	4	40	Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information.
10.	Disagreeable Conditions	3	30	Major conditions of occasional exposure.
	TOTAL POINTS		429	

APPROVED

C.U.P.E., Local 459

School District No. 62 (Sooke)
