

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: SCHOOL SECRETARY RECEPTIONIST

JOB NO: 201A

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, and the guidance of the administrative secretary, the school secretary receptionist greets callers and visitors, and performs clerical tasks.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. respond to enquiries and take/relay messages;
2. operate office equipment and software to create/maintain correspondence, spreadsheets, databases, and reports;
3. prepare, process, file and maintain correspondence, records, reports, minutes and forms;
4. may be required to monitor/maintain financial records including trust funds, petty cash, accounts receivable, bank deposits and reconciliations;
5. send, receive, sort and distribute mail;
6. administer minor first aid and advise parents of injury or illness;
7. keep current by participating in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
10. maintain confidentiality; and
11. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 including accounting and relevant courses in computer;
2. one year relevant office experience, obtained within the last three years, including accounting;
3. demonstrated ability to keyboard accurately at 60 wpm;
4. demonstrated knowledge of accounting principles and procedures, and software including word processing, spreadsheets, and databases;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

Rev July 2, 2010

Note: Clear criminal record checks are required prior to employment with the district.