

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: ADMINISTRATIVE SECRETARY (SECONDARY)

JOB NUMBER: 208

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the administrative secretary (secondary) provides administrative support for the effective and efficient operation of the school office, including the supervision of clerical staff and maintenance of financial records.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

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

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months of post-secondary secretarial education including accounting, BCeSIS levels 1 and 2, and relevant courses in computer software, and office procedures;
2. three years relevant office experience, obtained within the last five years, including accounting, BCeSIS, and one year in a school office;
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 supervise staff;
6. demonstrated ability to work as part of a team;
7. effective communication skills in verbal, written and electronic format;
8. strong problem-solving and organizational skills; and
9. 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.