

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

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**JOB TITLE:** SPECIAL SERVICES SECRETARY

**JOB NUMBER:** 247

**RESPONSIBLE TO:** District Principal of Special Services

**JOB SUMMARY:** Under the supervision of the principal, the special services secretary provides administrative support for the effective and efficient operation of the special services department.

**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, presentations, databases, and reports;
3. prepare, process, file and maintain correspondence, records, reports, minutes and forms;
4. create, monitor, maintain and store student records;
5. monitor and maintain financial records;
6. coordinate meetings with staff and liaison agencies within and outside the district;
7. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
8. maintain resource material and lending system;
9. send, receive, sort and distribute mail;
10. keep current by participating in job-related training and staff development;
11. communicate positively and effectively, and interact as a collaborative and consultative team member;
12. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
13. maintain confidentiality; and
14. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. grade 12 plus six months of post-secondary secretarial education including accounting and BCeSIS level 1, and relevant courses in computer software and office procedures;
2. two years relevant office experience, obtained within the last three years, including one year in a school office with accounting and BCeSIS;
3. demonstrated ability to keyboard accurately at 60 wpm;
4. demonstrated knowledge of accounting principles and procedures, and software including word processing, spreadsheets, PowerPoint, 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.