

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: School Secretary A - Reception

Job No: 201

POSITION SUMMARY: Under the supervision of the Principal and Secretary In-Charge, the incumbent performs clerical/receptionist and word processing duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Communication including receiving, screening and directing phone calls and mail; communicating with staff, students and others and responding to inquiries.
- Providing general information including responding to angry or upset staff, students and others.
- General clerical duties including entering data, performing word processing duties; maintaining and filing a variety of files and records relating to attendance, addresses, transfers, lockers, etc.; receive and receipt monies and prepare bank deposits.
- Assist in minor first aid, complete required forms and advise parent/guardian of injury or illness.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12
- Six months of recent successful experience in the secretarial field.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Proven ability to communicate effectively, both orally and in writing, with students, staff and others.
- Ability to maintain confidentiality.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____



Date: _____

April 20/21