

SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION

Position: Secretary – VLearn
Job No: 202A

POSITION SUMMARY: Under the supervision of the Principal or designate, the incumbent will maintain databases and perform clerical/receptionist and word processing duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Administration of the computerized student information system.
- Maintain computerized data bases.
- Provide reports as required by school district operations and Ministry of Education.
- Communicate with staff, students and others and respond to inquiries and provide general information.
- Receive, screen, and direct phone calls and mail.
- Respond to angry or upset staff, students and others.
- Facilitate home based learner educational and resource needs.
- Prepare a variety of materials including correspondence, reports, minutes, forms, newsletters, etc. using a variety of computer programs.
- Receive and verify invoices and the delivery of goods.
- Process incoming and outgoing mail.
- Maintain a variety of files and records.
- Receive and receipt monies and prepare bank deposits.
- Monitor school accounts for accuracy and variances.
- Maintain records of all school financial transactions.
- Using current system, catalogue and circulate resources, check, repair and shelve returned materials.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- One year of recent successful experience in the secretarial field.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to operate the school district administrative computer package.
- 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, employees and the public.

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: _____

May 18/2021

Revised May 2021