

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: District Secretary – Learning Department
Job No: 252

POSITION SUMMARY: Under the supervision of the Director of Instruction – Learning Department, the incumbent supports the Director and other staff performing a variety of administrative and secretarial tasks.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepares, processes, files and maintains a variety of records.
- Provides clerical and administrative support to ensure the effective and efficient operations of the District Resource Center and integration with school staff and school resources.
- Researches and prepares a variety of reports for both internal and external requirements.
- Answers inquiries by telephone or in person and provides support for staff and the public.
- Assists with the scheduling, arrangements, and support for special events and meetings.
- Performs a wide variety of diverse or specialized duties.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus one year of a post-secondary accounting, office administration, or business management certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- Two years of recent successful experience in a school or district based secretarial position including basic bookkeeping, broad office experience, and the proven ability to operate the current school district administrative computer package and the current student information system.
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database, and communications software.
- Typing 40 wpm.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Proven ability to follow established procedures and policies with some moderate judgement required.
- Proven ability to seek direction when apparent solutions to problems are not within the intent of established practices.
- Proven ability to communicate effectively, both orally and in writing, with staff, students and the public using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Proven ability to ensure duties are performed accurately and completely.
- Physical capability to perform the job duties in a standard office environment.
- Maintains the confidentiality of sensitive information seen or heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval, bookkeeping, budgeting) including intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Proven ability to work independently and handle inquiries with minimal direction.

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: Adrian Johnson

Date: July 11, 2024

Last Revised June 2024