

SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION

Position: District Receptionist
Job No: 213A

POSITION SUMMARY: Under the supervision of the secretary-treasurer / executive assistant corporate, the incumbent performs clerical / receptionist duties including operating the switchboard, processing mail, and providing support to various district departments.

POSITION DUTIES AND RESPONSIBILITIES:

- Reception duties including receiving all visitors to the office, operating the switchboard, receiving, screening and directing phone calls and booking meeting rooms.
- Communicating with the public, staff, students and others, responding to inquiries and providing general information.
- Maintaining current information on school district activities and updating the district website.
- Explaining work procedures for receptionist relief.
- Processing all incoming and outgoing mail including courier services, inter-school mail, month end processes and maintaining postage in the metre.
- Providing general clerical duties and maintaining a variety of files and records including scanning and entering data, and performing word processing duties.
- Reconciling petty cash funds, receiving and receipting of monies. Processing month end accounts receivable statements.
- Assisting other district departments with assigned tasks.

REQUIRED EDUCATION 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.
- Six months of recent successful experience in a school or district based clerical position.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow established policies and procedures with some judgement for a variety of duties, and ensure duties are performed accurately and completely.
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Ability to communicate effectively, both orally and in writing in accordance with current policies and practices.
- Physical capability to perform the job duties in a standard office environment.
- 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: _____

Revised June 2020