

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

Position: Secretary B - Office
Job No: 202

POSITION SUMMARY: Under the supervision of the principal/secretary in-charge the incumbent will maintain databases and perform clerical/receptionist and word processing duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Maintain computerized data bases and provide reports as required by school district operations and the Ministry of Education.
- Communication including receiving, screening and directing phone calls and mail; communicating with staff, students and others and responding to inquiries and providing general information including responding to angry or upset staff, students and others.
- Advising parents of absences.
- Assisting in minor first aid, complete required forms and advise parent of injury or illness.
- Performing general clerical duties including preparing a variety of materials including correspondence, reports, minutes, purchase/work orders, forms, newsletters, etc. using a variety of computer programs.
- Receive and verify invoices and the delivery of goods.
- Receive and receipt monies and prepare bank deposits.
- Receive and disburse student records for incoming and outgoing students.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12
- Nine months of recent successful experience in a secretarial position, including working with computerized student information systems.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to communicate effectively, both orally and in writing, with students, staff and others.
- Proven ability to operate the school district administrative computer package.
- Proven computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- 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: May 12/2021

Revised May 2021