

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: District Secretary – Aboriginal Programs

Job No: 247

POSITION SUMMARY:

- Under the supervision of the Director of Aboriginal Programs performs a variety of clerical tasks

POSITION DUTIES AND RESPONSIBILITIES:

- typing correspondence, newsletters, reports, etc.
- prepares, processes, files and maintains a variety of records;
- greets, screens, directs and relays messages from incoming telephone callers and visitors
- answers inquiries by telephone or in person and provides support for staff and the public
- assists with the scheduling, arrangement, and support for special events and meetings
- generates reports for the school, the District and Ministry
- assists in maintaining student information and records, and respond to requests for these records

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 and completion of an Office Assistant Certificate of less than 6 months
- 6 months experience in the secretarial field, preferably working in a First Nations setting
- Typing 60 wpm

KNOWLEDGE, ABILITIES AND SKILLS:

- ability to perform work in accordance with standard practices and methods with minor variation
- ability to refer work problems not covered by standard procedures to their supervisor
- ability to communicate effectively, both orally and in writing, using courtesy, tact and discretion to exchange and discuss information in accordance with current policies and practices
- ability to work as a team member to manage the total office workload
- ability to explain work processes to others
- ability to work with constant interruptions
- physical capability to perform the job duties in a standard office environment
- maintains the confidentiality of sensitive information seen or heard
- ability to effectively use standard office equipment and communication technology, word processing, database management & spreadsheet programs
- good understanding of Business English, spelling and punctuation
- First Nations Culture awareness and sensitivity

Preference will be given to applicants with Aboriginal Ancestry

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: _____

Moral 8/16

Last Revised: March 8, 2016

JJEC Reviewed:

RATING SHEET

JOB TITLE: DISTRICT SECRETARY – ABORIGINAL EDUCATION

JOB NUMBER: 247

DATE: November 1, 2001, April 7, 2016 and October 6, 2016

#	FACTOR	SUBSTANTIATING DATA	DEGREE	POINTS
1	EDUCATION	Grade 12 plus up to six months of office assistant training	4	
2	EXPERIENCE	Six months' experience required.	2	
3	DECISION-MAKING	Duties are straightforward, following standardized procedures or instructions with minor variations in work procedure or task sequence. Work problems not covered by procedures or instructions are referred to the supervisor or senior co-worker	2	
4	CONSEQUENCE OF ERRORS	Errors may affect the work of others causing inconvenience	2	
5	RESP FOR HUMAN RESOURCES	No requirement for supervision	1	
6	CONTACTS	Specialized knowledge and awareness of First Nations culture, requiring tact and discretion	B2	
7	PHYSICAL DEMANDS	The work involves frequent light physical activity	2	
8	SENSORY DEMAND	Work involves continuous short or occasional lengthy periods of sensory concentration	3	
9	WORKING CONDITIONS	This position is currently in a portable with no washroom facilities. This position entails duties between buildings and exposure to minor disagreeable conditions.	2	
		TOTAL		

APPROVED:

EMPLOYER

UNION