

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

Position: District Secretary – Indigenous Programs
Job No: 247

POSITION SUMMARY: Under the supervision of the Director of Indigenous Programs, or designate, the incumbent performs administrative, clerical, and receptionist duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepares all materials related to written correspondence, reports, meeting minutes, work orders and purchase orders.
- Supports planning and organization for department events and meetings.
- Maintains a variety of files and records.
- Maintains department web-based applications.
- Receives and verifies invoices and the delivery of goods and prepares budget documents.
- Responds to inquiries by telephone, email, or in person and provides support for staff and the public.
- Communicates with staff and others and responds to inquiries by the public.
- Responds to angry or upset staff and others when required.
- Receives, screens, and directs phone calls and mail as required.

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.
- One (1) year of recent successful experience in a school or in an Indigenous setting to gain broad office experience including the proven ability to operate the school district administrative computer package and keyboarding skills.

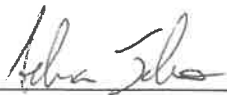
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to communicate effectively, both orally and in writing, using courtesy, tact, and discretion to settle requests, complaints or clarification of information with employees, students and the public.
- Proven intermediate to advanced computer skills to utilize word processing, spreadsheet, database and communications software accurately and efficiently.
- Proven organizational skills.
- Proven ability to work independently, unsupervised, and effectively troubleshoot and manage daily objectives and deadlines while maintaining confidentiality.
- Ability to work as a team member to manage the total office workload, develop and streamline procedures.
- 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.
- Cultural awareness and sensitivity of the Indigenous Community.
- Keyboarding 40 wpm.

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:

November 17, 2023

Revised: September 05, 2023