

JOB DESCRIPTION

Position: District Secretary (Maintenance)

Position Summary: Under the supervision of the Director of Maintenance, perform administrative/clerical duties and maintain a variety of records and databases.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Word Processing and Computer Operations | <ul style="list-style-type: none"> • prepare materials including correspondence, reports, minutes, purchase orders, expense claim forms or newsletters • maintain computerized databases |
| 2. Administrative/Clerical | <ul style="list-style-type: none"> • maintain schedule of appointments and travel arrangements • record, prepare and distribute minutes • maintain a variety of files and records • organize and schedule first aid training and hearing tests |
| 3. Recordkeeping | <ul style="list-style-type: none"> • monitor contractual obligations and entitlements and advise payroll • verify accuracy of timesheets • maintain ICBC insurance records including insurance, claims and distribution of stickers to be put on licence plates |
| 4. Communication | <ul style="list-style-type: none"> • communicate with staff and others and respond to inquiries and provide general information • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus six months post-secondary secretarial training.

Six months secretarial experience including word processing, time management and familiarity with school district procedures.

Typing 60 wpm

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Excellent clerical skills.

Demonstrated organizational skills.