

TITLE: Counselling Clerk – Distributed Learning
SECTION: As Appointed
REPORTS TO: Administrative Officer or Delegate

SUMMARY:

Under the general supervision of an Administrative Officer or Delegate, provides clerical and reception services to the school counselling department.

DUTIES:

1. Processes and maintains student data including timetables, registrations, transfers, marks and records, some of which may be confidential.
2. Performs a variety of clerical services including typing of letters, reports, forms and the processing of mail.
3. Compiles and collates data for Ministry and District reports.
4. Performs various reception duties including relaying messages, making appointments for counsellors and responding to routine inquiries.
5. Maintains appropriate control records for annual and monthly budget processes.
6. Prepares student and scholarship handbooks as required.
7. Processes all documents relating to correspondence courses including application forms and collection and distribution of course materials.
8. Operates standard office equipment, including a personal computer, photocopier, fax machine, scanner and provides first-line maintenance as required.
9. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months.

Skills - the applicant must have

- Intermediate computer skills.
- Basic bookkeeping skills (invoicing, school budgets)

Experience - the applicant must have

- Experience in a clerical position for a period of greater than 3 months.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
 (EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	101 - Counselling Clerk – Distributed Learning
LOCATION:	Schools
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	3	1	4	3	4	3	1	1	3	3
Total Points	273										

RATING CLASSIFICATION: LEVEL	9
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