

TITLE: School Secretary 1
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of a Principal or Delegate, provides secretarial and reception services to the school.

DUTIES:

1. Performs a variety of secretarial duties, including data entry, typing correspondence, reports and forms, some of which are confidential.
2. Provides reception services by answering the telephone, relaying messages, directing visitors and responding to inquiries.
3. Advises parents of absence, injury or illness to students as required
4. Receives money and issues receipts.
5. Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter, adding machine and provides first-line maintenance as required.
6. 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

Experience - the applicant must have

- Experience in a secretarial position for a period of up to 3 month.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact and courtesy 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 606

ADVICE OF RATING

| | |
|-----------------|-------------------------|
| EMPLOYEE NAME: | |
| JOB TITLE: | 27 - School Secretary 1 |
| LOCATION: | Schools |
| EFFECTIVE DATE: | April 5, 2011 |

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 | 3 | 2 | 4 | 2 | 1 | 1 | 3 | 2 |
| Total Points | 241 | | | | | | | | | | |

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|------------------------------|---|
| RATING CLASSIFICATION: LEVEL | 7 |
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