

TITLE: Secretary – Adult Education Program
SECTION: As Appointed
REPORTS TO: Administrative Officer or Delegate

SUMMARY:

Under the general supervision of the Director of Adult Education or delegate, provides clerical and secretarial services to the Adult Education Program.

DUTIES:

1. Processes and maintains student data including timetables, registrations, transfers, marks and records, some of which may be confidential.
2. Provides secretarial services to a multi-site program including data entry, typing letters, reports and forms, some of which are confidential.
3. Receives, processes and deposits school funds, following established bookkeeping practices.
4. Maintains the appropriate control records for the annual and monthly budget processes.
5. Compiles and collates data for Ministry and District reports.
6. Provides scheduled relief to the Receptionist – Adult Education.
7. Maintains "Keys Issued" log.
8. Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter and adding machine, 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
- A corrected typing or keyboard speed of 60 w.p.m. is required.
- Basic bookkeeping skills

Experience - the applicant must have

- Experience in a secretarial position for a period of greater than 6 months.

Other - the applicant must

- Be able to follow established methods and procedures but exercise independent judgment when necessary.
- Show tact, courtesy 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 606

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	65 – Secretary – Adult Education Program
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	4	3	3	2	4	4	1	1	3	2
Total Points	301										

RATING CLASSIFICATION: LEVEL	11
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