

TITLE: Secretary Careers - District
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the direction of the Principal or Delegate, provides secretarial and reception services to the Career Education, Corrections and on occasion the Distributed Learning Program.

DUTIES:

1. Relieves a Principal of administrative detail by independently handling all responsibility associated with operating a school office and on occasion provides support to the DL clerical position.
2. Provides reception services by answering the telephone, relaying messages, directing visitors, scheduling appointments and responding to inquiries from staff, students, parents, post-secondary, Corrections, and the public.
3. Provides secretarial services including data entry, typing letters, reports and forms, some of which are confidential.
4. Provides careers information and materials as required.
5. Maintains the appropriate control of records for the annual and monthly budget process, including reconciles tuition and career program grant claims and payments.
6. Compiles and collates data for Ministry, post-secondary and District reports meeting critical deadlines as required.
7. Provides support and training in Dual Credit Management System (DCMS) as required.
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 an administrative assistant program for a duration of up to 12 months

Skills - the applicant must have:

- Intermediate computer skills
- Basic bookkeeping skills

Experience - the applicant must have:

- Experience in a clerical 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 one's duties.
- Acknowledge the need for high level of confidentiality with regard to information seen and/or heard in the course of one's 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:	98 – Secretary Careers - District
LOCATION:	District
EFFECTIVE DATE:	January 10, 2020

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	2	2	3	4	3	1	1	3	2
Total Points	273										

RATING CLASSIFICATION: LEVEL

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