

TITLE: Receptionist/Booking Clerk
SECTION: Resource Centre
REPORTS TO: District Principal of Instructional Technology or Delegate

SUMMARY:

Under the general supervision of the District Principal of Instructional Technology or Delegate, provides reception, clerical and media distribution services to the District Resource Centre.

DUTIES:

1. Provides reception services by answering telephones, relaying messages, responding to routine inquiries and assists in locating media.
2. Processes and maintains records of loans and returns of educational resources and equipment, and initiates action on overdue items.
3. Prepares material for distribution to schools, and inspects and maintains upon return.
4. Prepares educational resources for school libraries.
5. Prepares and processes requisitions and/or purchase orders.
6. Prepares duplicates of digital resources for distribution to schools.
7. Operates standard office equipment including a personal computer, laminating equipment, book binding machines, paper drill press, electric paper cutter and audio-visual equipment, and provides first-line maintenance as required.
8. 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 and/or equivalent training and experience.

Skills - the applicant must have

- Intermediate computer skills.

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 but exercise independent judgment when necessary.
- Be physically capable of performing the job duties.
- 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 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	16 - Receptionist/Booking Clerk
LOCATION:	Resource Centre
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	2	3	3	4	2	1	1	3	2
Total Points	259										

RATING CLASSIFICATION: LEVEL	9
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