

Revised: December 12, 2020

Revised: December 20, 2018

Revised: May 8, 2015

TITLE: School Secretary 3
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the direction of the Principal or Delegate, provides secretarial and reception services to the school.

DUTIES:

1. Relieves a Principal of administrative detail by independently handling all responsibility associated with operating a school office which includes directing, assigning and monitoring other clerical staff and provides assistance for teachers on call and support staff.
2. Receives, processes and deposits school funds, following established bookkeeping practices and provides monthly reports to the Assistant Secretary-Treasurer.
3. Provides reception services by answering the telephone, relaying messages, directing visitors, scheduling appointments and responding to inquiries from staff, students, parents and the public.
4. Provides secretarial services including data entry, typing letters, reports and forms, some of which are confidential.
5. Maintains the appropriate control records for the annual and monthly budget processes.
6. Compiles and collates data for Ministry and District reports.
7. Maintains requisitions and disburses school supplies and equipment.
8. Maintains "Keys Issued" log.
9. Advises parents of injury or illness to students as required.
10. Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter and adding machine, and provides first-line maintenance as required.
11. 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, which includes bookkeeping and/or accounting, of a duration of up to 12 months.

Skills - the applicant must have

- Intermediate bookkeeping skills
- Intermediate computer skills

Experience - the applicant must have

- Experience in a Secretary 2 position or equivalent for a period of greater than 6 months.

Other - the applicant must

- Be able to adapt established methods and procedures, but exercise independent judgment as required.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Monitor office staff, under the direction of the Administrative Officer.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

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APPENDIX G**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:	40 - School Secretary 3
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	2	3	3
Total Points	314										

RATING CLASSIFICATION: LEVEL

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