



School District #54 (Bulkley Valley)
JOB DESCRIPTION

CLERICAL - SECRETARY III

Summary:

Reporting to the School Principal, the Secretary III provides confidential clerical and reception support to Administration; performs administrative, secretarial, basic accounting, reception and clerical services within a school office. Duties will vary as specified by Administration.

Typical Duties and Responsibilities:

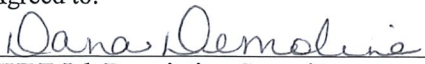
- Assists Administration to supervise office staff and effectively evaluate, organize and schedule office staff duties.
- Performs receptionist duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
- Coordinates departmental activities with district and school staff.
- Composes and types letters, memos, forms, financial reports, office procedures and other documents. Maintains records and files.
- Assists with school start-up and year-end procedures including textbook distribution, awards and transition programs, ministry forms, prepares and enters transcript data.
- Assists with organizing meetings, and special events, e.g. field trips, open houses, school leaving ceremonies (grad).
- Maintains and orders office and stationary supplies, materials, learning resources and equipment. Monitors maintenance requisitions.
- Ensures maintenance of telephone/voicemail system.
- Assists Administration with allocating the yearly budget including: processing of purchase orders, approving invoices for payment and publication of account balances.
- Performs basic accounting and cashiering duties.
- Maintains database information as required (sis); including: student registrations, permanent record cards, updating marks, attendance, nominal roll program designations and generating reports.
- Maintains staff attendance records including for on-call staff and monitors completion of time sheets.
- Maintains school website, calendar, staff handbook, annual course selection guide and bulletin board.
- Answers enquiries from parents, students and ministry relating to administration, data management and students.
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment.

Typical Qualifications and Skills

- Completion of Grade 12.
- Office administration program (equivalent to one year of post-secondary education), including courses in intermediate bookkeeping / accounting.
- Three years office administration experience.
- Supervisory training and /or experience.
- Physical ability to perform the required duties.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer

REVISED JULY 2023