



School District #54 (Bulkley Valley)
JOB DESCRIPTION

CLERICAL – SECRETARY II (SECONDARY)

Summary

Performs administrative, secretarial, basic accounting and cashiering, reception and clerical services in a confidential environment within a school office.

Typical Duties and Responsibilities

- Assistants Administration with allocating the yearly budget including: processing of purchase orders, approving invoices for payment, and publication of accounts balances.
- Monitors school/departmental budgets.
- Performs basic accounting and cashiering duties.
- Performs receptionist duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
- 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 awards and transition programs, ministry forms, processing report cards, incident reports.
- Assists with scheduling of parent/teacher interviews and arrangements for special events; e.g. field trips, open houses, year-end certificates and school leaving ceremonies.
- Maintains and orders office and stationary supplies, materials, learning resources and equipment. Monitors maintenance requisitions.
- Opens and distributes incoming mail and courier items.
- Operates and ensures office equipment is kept in good repair. Processes and monitors maintenance requisitions.

Typical Qualifications and Skills

- Grade 12.
- Office administration program (equivalent to one year of post-secondary education).
- Two years office administration experience.

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.

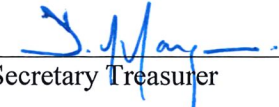
Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer



Dated

AMENDED FEBRUARY 2025