



**School District #54 (Bulkley Valley)**  
**JOB DESCRIPTION**

**CLERICAL – SECRETARY II (Elementary)**

**Summary**

Under the direct supervision and direction of the Principal or Vice-Principal, the Secretary II – Elementary employee performs administrative, secretarial, basic accounting and cashiering, reception and clerical services in a confidential environment within a school.

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**Typical Duties and Responsibilities**

- 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 textbook distribution, awards and transition programs, ministry forms, prepares and enters transcript data.
- Assists with organizing meetings, events and field trips.
- Maintain and orders office and stationary supplies, materials, learning resources and equipment . Monitors maintenance requisitions.
- Monitors school departmental budgets.
- Performs basic accounting and cashiering duties.
- Maintains student records. Enter data, generates attendance records and reports.
- Performs new student registrations, confirming paperwork is complete. Updates student information system.
- Maintains department / school website, calendar, bulleting board and web forms.
- 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**

- Completion of Grade 12 ( Dogwood Certificate) .
- Office administration program (equivalent to one year of post-secondary education.)
- Two years' office administration experience.
- Demonstrated, exceptional skills and experience with communication technology, word processing, database management and spreadsheet programs.

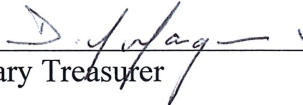
**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:



CUPE Job Description Committee

CUPE Job Description Committee



Secretary Treasurer

FEB. 24, 2026

Dated

AMENDED FEBRUARY 2025