

11. Handles and checks incoming mail; drafts replies to routine inquiries and locates necessary information for proper response.
12. Operates and troubleshoots minor problems with equipment such as photocopiers, fax machines and printers.
13. Distributes and ensures the accuracy of timesheets.
14. Coordinates booking of buses and ensures mandatory licensing and required documentation in place for potential drivers.
15. Oversees the work of student volunteers and work experience students and shows them how to perform tasks.
16. Handles confidential materials.
17. Coordinates and/or performs the work of other clerical staff during their absence.
18. Provides basic comfort to children in cases of sickness or emergencies; notifies parents, ambulance service and/or hospital if required and monitors children waiting to be picked up.
19. Performs other assigned duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 with course emphasis on business practices and procedures plus a special program in bookkeeping and/or accounting.
2. A course in Supervisory Skills or equivalent training and experience plus five (5) years practical experience in office administration with emphasis on computer programs and accounting.
3. Ability to operate office equipment such as typewriters, switchboards, and computers with keyboard skills at a minimum of 60 net wpm. Knowledge of spreadsheet, database, and word processing computer programs. Must be familiar with computerized student record tracking systems.
4. Ability to assign, direct and monitor the work of others, anticipate needs and set priorities to maintain an efficient and harmonious office environment.
5. Demonstrated ability to organize work flow and office procedures such that work is prioritized to meet deadlines while dealing with distractions.
6. Ability to make arithmetical computations quickly and accurately.
7. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	