

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

JOB TITLE: Administrative Secretary

DATE: April 17, 2009

REVIEWED: May 10, 2013

PAY GRADE:

LOCATION: Various

SUMMARY: Provides secretarial services to a department supervisor and assists in the administrative functions of the department.

DUTIES:

1. Acts as a representative of a School District department: Handles inquiries; gives out information; takes and refers messages; schedules appointments. Acts as a general liaison between the department head and staff members, students, parents, suppliers, salespersons, and the general public.
2. Selects, verifies, enters, stores and processes data from a variety of material, such as correspondence, invoices, purchase orders, inventories, student records, class list and schedules, attendance records and personnel records. Updates and edits stored information.
3. Composes correspondence and prepares for signature and approval a variety of material, such as news letters, reports, records, requisitions, memos, etc. Compiles data and prepares month-end and year-end forms and reports.
4. Researches, analyses and selects material, data and information for the compilation, preparation and processing of a variety of reports, records and statements.
5. Establishes and maintains department files and records, by sorting, classifying, coding and reviewing materials to ensure up-to-date status.
6. Handles and checks incoming mail; drafts replies to routine inquiries and locates necessary information for proper response.
7. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the 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. Two (2) years practical experience in office and clerical routine, preferably in a school system.
3. Ability to operate office equipment such as switchboards and computers with a keyboarding skill 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. Demonstrated ability to communicate effectively with staff, students, parents and visitors and to function harmoniously in an office environment.
5. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:
