

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Administrative Reception Clerk

DATE: November 2022

REVIEWED: September 2023

PAY GRADE:

LOCATION: District Office

SUMMARY: Under the direction of the Office Manager, performs a variety of clerical duties, including front line reception, organization, processing, retention and reproduction of archived student records, and generalized administrative support to district departments.

DUTIES:

1. Acts as a representative of the district office and a general liaison for schools, departments and the general public. Receives, evaluates and takes action on all telephone inquiries and deals with visitors to the building. Reception is the first point of contact at the district office for emergency and drill procedures, following or initiating emergency protocols.
2. Operates a computer using a variety of software programs to prepare and process supply requisitions, work orders, and to record, track and maintain student record archives. Selects, verifies, enters, stores and processes data from a variety of material, such as invoices, purchase orders, and student records. Updates and edits stored information. Processes and/or prepares reports as required.
3. Coordinates and records student files for archiving and reproduction, including release of records out-of-district/out-of-province/out-of-country, and physically handling large volumes of hard-copy records. Supports the supervisor with processing of both individual and third-party records requests and collects and records related fees.
4. Prepares a variety of materials, such as correspondence, reports, records, requisitions, and work orders for the district office. May provide clerical support, within the scope of this role and with the approval of the supervisor, to other district office departments.
5. Coordinates the services of external organizations and/or contractors as may be required.
6. Opens, sorts, and distributes mail and handles outgoing mail and deliveries, which may include some lifting/shifting of student records boxes.
7. Creates and maintains appropriate filing systems.
8. 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.
2. One (1) year clerical experience, including front-line reception and records management responsibilities.
3. Demonstrated ability to communicate effectively, with tact and diplomacy, with staff, students, parents, suppliers and visitors.
4. Proficiency with word processing applications, spreadsheets, and database management systems, with keyboarding skills at 40 net wpm. Familiarity with computerized student record systems.
5. Ability to work under pressure with limited supervision, combined with excellent organizational skills and the ability to take initiative.
6. Sufficient physical strength to perform the duties of the job, including lifting, bending and stooping.
7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
8. A valid B.C. Driver's License.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	