



## School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-21

### TECHNOLOGY CLERICAL ASSISTANT

Location: District

#### SUMMARY:

Under the direction, supervision and evaluation of the Manager of Technology, provides clerical and bookkeeping services.

#### DUTIES:

- Maintains the school district website and corresponding web pages.
- Registers new users on the bulletin board and e-mail systems; maintains user information and records.
- Monitors the department budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Receives requests from school district employees for technological equipment and supplies, locates sources and purchases, including process of purchase orders, approving invoices for payment and charging back to schools when necessary.
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, purchase orders, and correspondence.
- Answers inquiries and provides assistance to students, teachers and general public.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

#### QUALIFICATIONS:

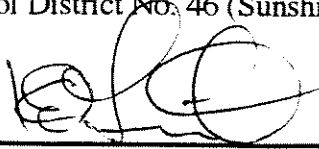
- Grade 12 education or the equivalent
- Grade 12 level bookkeeping/accounting or the equivalent
- Successful completion of the District Clerical tests
- Minimum of two years office experience
- Ability to operate standard office equipment
- Detailed knowledge of word processing, database management and spreadsheet programs, as well as browsers and e-mail

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.

**APPROVED:**

On behalf of:

School District No. 46 (Sunshine Coast)



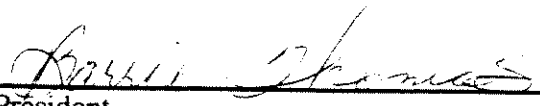
Secretary-Treasurer

March 26, 2002

Date

On behalf of:

C.U.P.E. Local 801



President

April 14, 2002

Date