



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-23

BOOKING CLERK

Location: School Board Office

SUMMARY:

Under the direction, supervision and evaluation of the Human Resources Officer, works with the Dispatch Clerk to facilitate the after-hours use of schools and District facilities as well as performing a variety of clerical duties in other departments including basic accounting and reception services.

DUTIES:

- Receives telephone and fax requests for facility bookings, enters information into the computerized system, prepares billing information
- Receives payment for bookings, issues receipts, prepares and delivers bank deposits
- Dispatches last minute Custodial replacements daily
- Tracks paperwork for Central Dispatch and Bookings to ensure all backup data is received
- Dispatches replacements for all employee groups when Dispatch Clerk is absent
- Resolves issues with user groups and school personnel to the extent of their authority
- Ensures accuracy of information entered and notifies supervisor of problems and missing information/documentation
- Performs a variety of clerical duties such as telephone, relaying messages, reception, filing, photocopying, typing documents and correspondence.
- Performs all duties with a high level of interpersonal skills.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Worksafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- A basis level bookkeeping/accounting course or equivalent

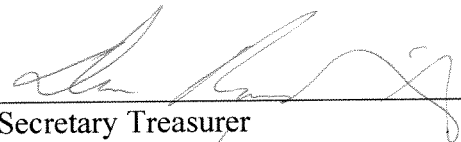
- Minimum one years office experience
- Successful completion of the District Clerical tests
- Ability to operate standard office equipment
- Working knowledge of word processing and database management programs on a computer

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.

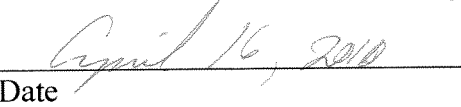
APPROVED:

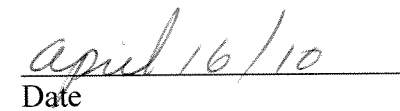
On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801


Secretary Treasurer


President


Date


Date