



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-07

SECONDARY OFFICE ASSISTANT II

Location: Secondary Schools

SUMMARY:

Under the direction of the senior administration assistant and the supervision and evaluation of the Administrative Officer(s), provides basic clerical services.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents and correspondence, receiving cash and District stock requests.
- Registers new students; maintains student information and records; requests and forwards student files as required.
- Enters student details and attendance and generates reports, as required.
- Answers inquiries and provides assistance to students, teachers and general public.
- Administers minor first aid; monitors students in the office.
- Inputs report card data, produces confirmation reports, produces report cards, proof reads, collates and prepares for distribution.
- Maintains student timetables and updates as required.
- Generates month-end and year-end reports from computerized attendance/scheduling programs and performs computer backup.
- Schedules parent/teacher interviews.
- 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
- Successful completion of the District Clerical test
- Minimum of one year office experience
- Ability to operate standard office equipment

Qualifications Continued:

- Working knowledge of word processing, database management and spreadsheet programs on a computer
- Working knowledge of computerized attendance/scheduling programs

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)

[Signature]
 Secretary-Treasurer

FEB - 1994
 Date

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

[Signature]
 President

February 2, 1994
 Date