

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL - ADMINISTRATIVE ASSISTANT – AA 1

Rate of Pay: **Band #1**

SUMMARY

- Provides basic clerical support

DUTIES & RESPONSIBILITIES

- opens, distributes and posts mail
- answers the telephone and relays messages
- types letters, reports and other information relevant to the operation of the site

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)

EXPERIENCE

- 3 months current relevant office experience

SKILLS & ABILITIES

- ability to perform work in accordance with established procedures and well-defined standard practices involving limited freedom to select which methods are applicable in any given situation.
- ability to communicate effectively using courtesy and tact in explaining, exchanging data or information
- maintains the confidentiality of sensitive information seen or heard
- demonstrated ability to use computer applications and standard office equipment