

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL - ADMINISTRATIVE ASSISTANT – AA 2

Rate of Pay: **Band # 8**

SUMMARY

- performs a variety of clerical duties, such as filing, photocopying, record keeping, typing of correspondence, reports, newsletters, sending/receiving faxes, etc.

DUTIES & RESPONSIBILITIES

- greets, screens, directs and relays messages from incoming telephone callers and visitors
- answers inquiries by telephone or in person and provides first-level assistance to students, teachers and the public
- sorts and distributes mail – may pick up or deliver to Post Office or Board Office
- assists with the arrangement of special events, e.g., field trips, open houses, school leaving ceremonies
- generates reports for the school, the District and Ministry
- schedules or assist in scheduling parent/teacher interviews
- assists in maintaining student information and records, and respond to requests for these records
- registers new students, enter daily attendance information and manage the call-back program

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of the Applied Business Technology program or Administrative Assistant Certificate

EXPERIENCE

- 1 year of current relevant office experience, preferably in a school environment

SKILLS & ABILITIES

- ability to perform work in accordance with standard practices and methods requiring initiative to complete recurring assignments independently and judgement to determine which of many methods are applicable in any given situation.
- ability to communicate effectively using courtesy, tact and discretion to settle requests, complaints or clarification of information
- excellent interpersonal skills, and the ability to communicate effectively, both orally and in writing
- ability to work as a team member to manage the total office workload, develop and streamline procedures
- ability to work with constant interruptions
- physical capability to perform the job duties
- maintains the confidentiality of sensitive information seen or heard
- ability to effectively use communication technology, word processing, database management & spreadsheet programs
- good understanding of Business English, spelling and punctuation
- experience operating standard office equipment