

Secretarial Clerk

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OVERVIEW

Reporting to the Department Head or the senior Administrative position, the Secretarial Clerk provides a variety of clerical support services.

SPECIFIC RESPONSIBILITIES

SC - 1

Screens calls, relays messages, provides information and assistance to parents, Board officials, District staff, agencies and the public by telephone or in person

SC - 2

Composes and types a variety of materials such as correspondence, memoranda, reports, forms, emails, booklets, examinations and lists

SC - 3

Provides record management support which may include collecting and inputting and compiling data, recording admission and withdrawal of students, and data management of student/staff electronic and hard copy records

SC - 4

Inputs information from a variety of source documents utilizing various computer programs including student information databases and spreadsheets

SC - 5

Prepares, maintains and files a variety of records, lists and reports such as student referrals, WorkSafeBC reports and teacher resource materials

SC - 6

Collects, sorts and distributes incoming and outgoing mail, faxes and emails

SC - 7

Contacts other District staff members, organizations or the public to request information or materials

SC - 8

Receives and directs people coming to the office or school

SC – 9

Orders, sorts, restocks and takes inventory of office supplies and/or resource materials

SC – 10

Issues such things as late slip notices, overdue library notices or reminders to staff or students

SC – 11

Receives and ensures the accuracy and condition of incoming orders and files discrepancy reports

SC – 12

Provides assistance to students and advises parents of injury or illness; performs assigned duties during fire/earthquake drills and other crisis situations

SC – 13

Occasionally lifts and moves office and paper supplies up to 18 kg (40 lbs)

SC – 14

Operates equipment such as multi-line switchboard, computer, calculator, fax/ photocopier, paper cutter, paper shredder, and laminator

SC – 15

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS
SECRETARIAL CLERK**

EDUCATION	Grade 12 or equivalent, AND Some office administration courses
EXPERIENCE	Over six (6) months recent office experience Experience in a school setting preferred School based positions require some Student Information System experience (MyEd) Must demonstrate competency by passing a related District test
KNOWLEDGE	Database management, spreadsheet, word processing and email applications Office procedures Principals of time management Records management School systems, policies and procedures as they relate to the position
SKILLS AND ABILITIES	Patience Confidentiality Tact Flexibility Organized Attention to detail

	<p>Keyboard at 50/wpm or data entry equivalency</p> <p>Maintain the confidentiality of sensitive information seen or heard</p> <p>Effectively write and communicate orally</p> <p>Request and convey information in a tactful manner</p> <p>Relate to students, staff and the public</p> <p>Work well independently and as a team member</p> <p>Give advice, guidance, instructions and directions</p> <p>Ensure accuracy and reliability of data and/or quality of assignments</p> <p>Transcribe and compose business correspondence and minutes</p> <p>Analytical ability</p> <p>Prioritize tasks and assignments</p> <p>Document and summarize information</p>
<p>WORKING CONDITIONS</p>	<p>A busy high volume office environment often under pressure and multiple demands.</p> <p>Sufficient vision and hearing to perform all job duties</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to perform physical and mental activities related to the job duties</p>

Reviewed: April 2024