

**qathet School District**  
Class Specification  
**CLERK TYPIST/RECEPTIONIST (10.01)**



**DESCRIPTION**

Under the direction of the school Administrative Officer, Office Manager, or Secretary in charge the Clerk Typist/Receptionist provides reception and clerical services to the school.

This position requires the ability to interact positively with the staff, students and public.

**DUTIES AND RESPONSIBILITIES**

- Collates and enters attendance - computerized system
- Answers telephone and routes switchboard calls. Performs receptionist duties.
- Types, edits, formats, revises, and prints a variety of documents such as reports, correspondence and personnel information.
- Receives, sorts, and processes incoming and outgoing inter-department and inter-school mail, arrange couriers.
- Enters data, formats, edits, deletes, processes, stores, recalls, revises digital information.
- Sends, receives, and processes faxes, issues broadcast message upon request.
- Maintains office supplies and stationary inventory, completes requisitions for supplies and other service requirements.
- Organizes, indexes, sorts, and files documents.
- Operates standard office equipment.
- Provides school related services for staff and students
- Types/reads announcements-informational notices
- Edits and updates students' demographic data, schedules, course changes etc.
- Files correspondence; student information
- Issues receipts, receives money and prepares deposits
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities of this position

**EQUIPMENT USED**

- Office machines, i.e., computer, copy machines, Fax, electronic mail, calculator, etc.

**QUALIFICATIONS AND EXPERIENCE**

- High School graduation
- Completion of office administration courses (3-6 months of post-secondary education)
- Type at least 60 wpm
- Ability to proofread, format and merge with data bases
- Excellent public relation skills

- Demonstrates continuous upgrade of secretarial skills
- Three to six months clerical/office experience

**DIRECTION OF OTHERS**

- Nil

**DESIRABLE TRAINING AND EXPERIENCE**

- First Aid certificate
- Experience in an educational setting preferred

*Revision Date: January 2023*