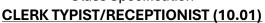
qathet School District

Class Specification





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 interschool 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