

**qathet School District**  
Class Specification  
**SECRETARY (10.02)**



**DESCRIPTION**

Under the direction of a School Principal and/or Office Manager II, the secretary provides a variety of administrative duties in a school or department. This position requires the ability to make decisions, act independently, and to interact positively with staff, students, parents and the public.

**DUTIES AND RESPONSIBILITIES**

- Prepare and handle confidential material
- Provide school or department related services for staff, students, parents and the public
- Process student, teacher, district, support staff and ministry related information
- Prepare and distribute various correspondence
- Maintain all electronic and physical filing systems
- Co-ordinate and arrange parent/teacher/community interviews and special events
- Maintain the administrative computer program and the student information system
- Maintain and reconcile financial information on a monthly basis
- Order supplies and equipment as required
- Perform other assigned comparable duties which are within the scope of knowledge, skills, and abilities of this position

**EQUIPMENT USED**

- Office machines, i.e., computer, printer, variety of software programs, copy machines, fax, calculator, postage machine, etc.

**QUALIFICATIONS AND EXPERIENCE**

**Education**

- High School graduation
- Completion of a one year accredited public post-secondary Office Administration Certificate
- Courses in basic accounting, record keeping and computer application skills

**Experience**

- One year of recent secretarial experience preferably in a public school setting

**Knowledge**

- Knowledge of a student information system
- Knowledge of office administration including word processing, spreadsheet, database and e-mail applications
- Knowledge of a school system and willingness to gain an understanding of district policies and procedures as they relate to the school or department
- Knowledge of project management

- Knowledge of records management
- Knowledge of budget preparation and control
- Knowledge of bookkeeping principles

**Skills and Abilities**

- Word processing of 60 WPM
- Mathematical ability to perform job related calculations
- Ability to maintain confidentiality of sensitive information
- Effective written and oral communication skills
- Ability to prioritize work in a busy environment often under pressure and multiple demands
- Ability to work independently and as a team
- Ability to make decisions

**Occupational Requirements**

- Sufficient vision and hearing to perform all job duties
- Able to perform physical and mental activities related to the job duties
- Able to occasionally lift up to 18 kg ( 40 lbs) and operate related equipment

*Revised June 28, 2006*