

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES

**ADMINISTRATIVE ASSISTANT -
SECRETARY TREASURER'S DEPARTMENT**

1. **Position Summary**

As a member of the Secretary-Treasurer's team, under the direction of the Secretary-Treasurer and Assistant Secretary-Treasurer, perform secretarial and administrative duties including preparation of Board material and the recording secretary of the Workplace Safety and Health Steering Committee.

2. **Duties**

a) **Administration**

- Prepare highly responsible and exacting correspondence and reports containing highly sensitive and confidential information.
- Interpret instructions and issues arising and then implement actions according to Divisional policy and procedure.
- Research and investigate information to enable strategic decision-making by others.
- Prepare correspondence, compile data, statistics and other information.
- Open, sort and direct incoming mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Set up and maintain an efficient central filing system and ensure the security of confidential files.

2. **Duties**

a) **Administration**

- Prepare and distribute agenda and background materials for the Workplace Safety and Health Steering Committee and make arrangements for Professional Development In-services.
- Take minutes and/or administrative notes for Board meetings, in the absence of the Administrative Assistant to the Superintendent.

b) **Computer Function**

- Word process items such as: board material, negotiation meeting notes, proposal, responses and collective agreements, compose routine correspondence, memos, letters and reports.
- Prepare board materials for board agendas and add materials to the web based Board Agenda program.
- Maintain Secretary-Treasurer's Department and Workplace Safety and Health sections on the Divisional Website.
- Maintain the Workplace Safety and Health web based MDSS (Material Safety Data Sheets) software program for the Division.

c) **Public Relations**

- Answer incoming calls, assess urgency of callers' requests, screen and relay messages, receive visitors, answer callers' request in accordance with the Division's policies and procedures and arrange meetings and appointments.
- Assist staff, trustees, outside organizations and visitors.

d) **Other Duties**

- Maintain records and distribute keys at the Board Office.
- Maintain a list of Commissioners for Oaths and arrange for renewal or registration of new Commissioners.

2. **Duties**

d) Other Duties

- Co-ordinate school recycling/shredding program.
- Process Visa payments, track capital projects costs and arrange payment.
- Receive Student Accident Reports from insurer and distribute to Superintendents' Team.
- Maintain files on property and liability insurance claims.
- Prepare mileage reimbursement forms and annual T2200 forms.
- Provide clerical and accounting assistance to the Seven Oaks Education Foundation Inc.
- Process Employee Purchase Plan Applications.
- Order Seven Oaks School Division promotional merchandise.

3. Education

- Grade XII.
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, key boarding and basic accounting.
- Typing 60 w.p.m.
- Use of office equipment such as computers, multi-line phone, voice mail, photocopier, calculator, scanner, fax.
- Knowledge of PHIA and FIPPA Acts.
- Participate in ongoing professional development.

4. Experience

- 3 to 5 years previous experience, plus 2 year on-the-job training which includes in-house computer training.

5. **Physical Demands**

- Intense visual and mental concentration, eyestrain from computer, deadlines and sitting for long periods of time.
- Lift office supplies and central file storage boxes as required.

6. **Working Conditions**

- Exposure to noise of staff and frequent interruptions with conflicting demands and deadlines.
- Occasional after hour attendance at educational seminars is required.