

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****SECRETARY  
MAINTENANCE****1. Position Summary**

Under the direction of the Director of Maintenance/Custodial Services, Director of Operations, and Maintenance/Custodial Supervisor performs a variety of secretarial and administrative duties for the Maintenance/Custodial Department. Assist staff, schools, parents and visitors.

**2. Duties****a. Receptionist and Public Relations**

- Answer incoming calls, relay messages, receive visitors, answer callers' requests regarding maintenance/custodial requests, and coordinate appointments.
- Handle requests for rental facilities permits and invoicing, weekend sheets, weekend calendar
- Liase with divisional personnel, maintenance/custodial employees and bus drivers.
- Accept applications and arrange interviews.
- In the absence of transportation personnel, handle transportation inquiries.

b. Computer Functions

- Prepare purchase orders and send to suppliers, maintain files, cross-check packing slips against purchase orders, check back orders, invoices for correct charges and entering all invoices into the computerized accounting system in batch order and forwarding to accounting department for the Service Centre.
- Prepare and submit payroll information for all maintenance/custodial, transportation and casual employees, record sick time, holidays, banked time, calculate overtime, deductions and sick leave.
- Respond to questions regarding pay cheques, holiday forms, sick leave and compensation.
- Inform Payroll/Personnel Department of classification changes and maintain staff directory.
- Maintain stock item listing and provide information on custodial orders.
- Word process items such as: compose routine correspondence, rental agreements, memos, letters, reports, minutes, purchase orders, work orders, compensation forms, and job bulletins.

c. Office Management

- Organize and maintain office files.
- Open, sort and direct incoming mail.
- Order, maintain and distribute supplies, stamps, etc.
- Print and collate sufficient copies of correspondence for distribution through school mail.
- Assess problem and call when machines need servicing.
- Orient and train substitute secretarial employees.
- Organize and maintain and distribute inventory such as: first aid supplies, office supplies and stamps.

d. Petty Cash

- Maintain records and receipts for monies disbursed.
- Process statement indicating petty cash voucher number, account number and monitor when account must be replenished.
- Assume responsibility for cashing cheque when received.

e. Other Duties

- Process NSF cheques and produce various reports.
- Set-up and maintain Workplace Safety and Health hearing screening files and arrange appointments.
- Attend to emergent situations in absence of Administrator(s).
- Operates transportation two-way radio and communicates with schools, drivers, and maintenance personal.
- Provides back up in the Transportation Department and receipt of bus fees.
- Photocopy.

3. Education

- Grade XII.
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.
- Typing 60 wpm.
- Use of office equipment such as computer, multi-line phone, two-way radio, calculator, photocopier, fax machine, voice mail, and point of sale device (Interac).

4. Experience

- 2 to 3 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 and sitting for long periods of time.

6. **Working Conditions**

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.
- Overtime during peak times.
- Occasional after-hour attendance at educational seminars.