

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**

**SECRETARY - CLASS C  
(Board Office/Superintendent's Department)**

1. **Position Summary**

Under the direction of the Assistant Superintendents-Curriculum/Special Education, perform clerical and administrative duties.

2. **Duties**

(a) **Typing**

- Type purchase orders, memos, letters, reports, notices of meetings, agendas, minutes, alphabetical listings of students and statistical reports.
- Compose and type routine correspondence.
- Print and collate sufficient copies of correspondence for distribution through school mail.
- Create new office forms and statistical reports.

(b) **Clerical**

- Create, organize and maintain filing systems.
- Open, sort and direct incoming mail.
- Screen calls and phone to advise of meetings, etc.
- Arrange, design and circulate communication materials.
- Compile and summarize information for special events/programs; e.g. Special Languages and Professional Development.
- Decide on how, within school division policies, to deal with situations that arise in the absence of the supervisor.

2. **Duties**

(b) **Clerical**

- Screen incoming referrals for complete information for Attendance Officer.
- Set up and maintain files on each case.
- Maintain dictaphone log on each case.
- Workplace Safety and Health Meetings - prepare agendas, take minutes and distribute copies.

(c) **Bookkeeping**

- Maintain a record of expenditures and financial expenses for special programs.

(d) **Purchase Orders**

- Prepare purchase orders, maintain files for purchase orders, cross-check packing slips against purchase orders, check back orders, check invoices, check for correct charges and have invoices signed by Supervisor.

3. **Education**

- Grade XII.
- Typing 60 w.p.m.
- Use of computers, switchboard, multi-line phone, photocopier, dictaphone and other pieces of office equipment.
- Excellent communication skills.

4. **Experience**

- Over 6 months up to 1 year on the job.

5. **Physical Demands**

- Visual concentration; eye strain from computer, sitting for long periods and intense concentration.

6. **Working Conditions**

- Interruptions, noise level of staff and machines, fumes from machines and conflicting demands.
- After hour attendance to educational seminars is required.