

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – COMMUNICATION & BOARD OFFICE CLERK

Rate of Pay: **Band # 11**

Location: **District Office**

SUMMARY

- Responsible for facilitating School District communications and support for Board Office operations.

DUTIES & RESPONSIBILITIES

- greets, screens, directs and relays messages from all incoming telephone callers and visitors
- other communications related duties including maintains the District phone/contact database, coordinates weekly office schedule, sends, receives and records faxes, records courier transactions – incoming and outgoing parcels, coordinates and prepares/distributes in-district deliveries,
- web site maintenance, and submits Tech requests for the School Board Office
- performs a wide variety of clerical and accounting duties i.e., assistance for the Executive Assistants, Accounting, Payroll and Human Resources departments, including annual update of the Scholarship Binder, monitor petty cash fund and prepare claims, prepare correspondence, update Budget Manager's list, update District Benefits reference, prepare/update spreadsheets, etc.
- maintains District forms under the direction of the Controller
- sorts and distributes mail
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of the Applied Business Technology Program or Administrative Assistant Certificate
- completion of Level 1 of a recognized accounting program

EXPERIENCE

- 3 years of current relevant office environment experience, including switchboard (multiple lines) experience, bookkeeping and accounting

SKILLS & ABILITIES

- proficiency and speed in the use of calculators and a good aptitude for figures
- ability to work independently with constant interruptions
- excellent interpersonal skills and the ability to communicate effectively, both orally and in writing
- good knowledge of Business English, spelling and punctuation
- ability to communicate effectively using courtesy, tact and discretion in contacts of a difficult, sensitive or specialized nature
- ability to use initiative and judgment to interpret, analyze and modify methods and procedures within limits of established methods and procedures
- self-motivated, self-directed and flexible with good organizational and planning skills
- ability to operate standard office equipment
- ability to work as a team member to manage the total office workload, develop and streamline procedures and take such training as is appropriate and available
- good knowledge of Business English, spelling and punctuation
- advanced working knowledge of communications technology, web maintenance, word processing, database management and spreadsheet programs (i.e. Microsoft Office / SDS)
- knowledge of purchasing procedures