



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Administrative Secretary 2 – Area Offices
CLASSIFICATION	
DEPARTMENT	Administration
LOCATION	Area Office
REPORTS TO	Area Superintendent
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

The Administrative Secretary provides support related to the operation of the Area office and schools within the Area. The secretary may provide support to the Area Superintendent. The Administrative Secretary demonstrates excellent interpersonal and customer relations skills on the phone, email and in person.

QUALIFICATIONS

Education

- Grade 12.
- One year post-secondary secretarial and/or business training from a recognized educational institution.

Experience

- Two years administrative experience.

Knowledge, Skills and Abilities

- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and databases applications.
- Knowledge of Divisional policies and procedures.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Excellent interpersonal and customer relations skills.
- Ability to establish and maintain effective working relationships with Division staff and the general public.
- Ability to exercise initiative and judgment in determine work priorities and to work with minimal direct supervision.
- Ability to work independently and collaboratively with others in a participative environment.

DUTIES AND RESPONSIBILITIES

- Provides support to Area Superintendent and staff in the Area office.
- Processes and maintains and enters information on computer related to various administrative records.
- Orders supplies and processes purchase requisitions utilizing an on-line system.
- Maintains Area office files.
- Arranges meetings, travel and accommodations for Area staff.
- Arranges for daily mail delivery.
- Demonstrates excellent interpersonal and customer relations skills.
- Processes monthly corporate card statements for Area staff.
- Provides support with incoming/outgoing mail for Area office.
- Provides switchboard and receptionist support.
- Provides support to the Administrative Secretary 3 regarding the reporting of employee absences in the Human Resources Information System.
- Provides support to other Area school secretaries regarding administrative matters.
- Provides assistance of organizing/scheduling Area transportation needs, when applicable.

Performs other duties as assigned.

CONTACTS

Division, Area and school personnel.

External agencies.

Community members.

WORKING CONDITIONS

General office conditions.

This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Ability to lift up to 15 kg.

Visual concentration and repetitive keyboarding tasks approximately 70% of the time.

EQUIPMENT USED

General office equipment.

Personal computer and a variety of software packages.

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date