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| <b>FRONTIER SCHOOL DIVISION<br/>POSITION DESCRIPTION</b> |
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| <b>JOB TITLE</b>           | Administrative Secretary 2 - Transportation |
| <b>CLASSIFICATION</b>      |   |
| <b>DEPARTMENT</b>          | Transportation                              |
| <b>LOCATION</b>            | Waterhen                                    |
| <b>REPORTS TO</b>          | Transportation Coordinator                  |
| <b>STAFF SUPERVISED</b>    | n/a   |
| <b>PROBATIONARY PERIOD</b> | Three Months                                |
| <b>EFFECTIVE DATE</b>      |   |

**POSITION SUMMARY**

The Administrative Secretary provides support to the Transportation Coordinator in the areas of record keeping, report development, budget expenditure monitoring, composing routine correspondence and reception duties. The Administrative Secretary demonstrates excellent interpersonal and customer relations skills on the phone, email and in person. The incumbent acknowledges and/or replies to routine correspondence independently on a regular basis.

**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

- Knowledge of Provincial transportation legislation and related regulations.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing, spreadsheets, presentation and database applications.
- Excellent interpersonal and customer relations skills.
- Excellent written and verbal communication skills.
- Ability to acknowledge and/or reply to routine correspondence independently on a regular basis.
- Ability to exercise initiative and independent judgement in determining work priorities.
- Ability to work independently and as a member of a team.

## **DUTIES AND RESPONSIBILITIES**

- Provides support to the Transportation Coordinator in composing and editing correspondence.
- Processes transportation records and enters information on the computer.
- Prepares and verifies all required transportation reporting for Schools Finance Branch, Public School Finance Board and Indian and Northern Affairs Canada.
- Arranges and books repair services for buses.
- Develops and maintains the transportation department filing system.
- Arranges meetings, travel and accommodation.
- Demonstrates excellent interpersonal and customer relations skills.
- Acknowledges and/or replies to routine correspondence independently on a regular basis.
- Responds to inquiries.
- Prepares monthly Visa reconciliations.
- Prepares month end report for the Division Office.
- Provides switchboard and reception duties for Transportation Office.

Performs other related duties.

## **CONTACTS**

Division, Area and school personnel

General public

External agencies and officers e.g. Provincial representatives, contractors

## **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 duties approximately 70% of the time.

## **EQUIPMENT USED**

General Office equipment

Personal computer and variety of software packages

**APPROVED**

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|  | March 9, 2012 |
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Signature, Chief Superintendent

Date

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|  | March 9, 2012 |
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Signature, Secretary-Treasurer

Date

|   |               |
|---|---------------|
|  | March 9, 2012 |
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Signature, Human Resources Coordinator

Date