

<b>JOB TITLE</b>	Administrative Secretary 3 – Area Office
<b>DEPARTMENT</b>	Administration
<b>LOCATION</b>	Area Office
<b>REPORTS TO</b>	Area Superintendent
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months

### POSITION SUMMARY

The Administrative Secretary provides confidential and complex support to the Area Superintendent and, when applicable to the Area Administrative Officer. The incumbent coordinates the administrative functions within the Area office, related to personnel, finance and general administrative secretarial support. This position requires the ability to work independently and collaboratively with a high degree of initiative and independent judgment. The Administrative Secretary demonstrates excellent interpersonal and customer relations skills. The incumbent also carries out minor projects and participates in a secretarial capacity to committees.

### QUALIFICATIONS

#### Education

- Two-year post-secondary education in a related discipline from a recognized educational institution.

#### Experience

- Three years administrative secretarial 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 Division policies and procedures.
- Excellent written and verbal communication skills.
- Excellent interpersonal and customer relation skills.
- Strong organizational and time management skills.
- Ability to acknowledge and/or reply to routine correspondence independently on a regular basis.
- 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.

## **DUTIES AND RESPONSIBILITIES**

### General support to the Area Superintendent

- Provides support to Area Superintendent with respect to program requirements as assigned by the Division.
- Provides support to the Area Superintendent, including coordinating the daily administrative functions of the Area office.
- Provides confidential support to the Area Superintendent such as composing and editing correspondence and memoranda from verbal direction or from knowledge of policies.
- Prepares month-end and annual reports for submission to Division office.
- Demonstrates excellent interpersonal and customer relations skills.
- Advises the Area Superintendent of deadlines.
- Arranges meetings and prepares meeting materials.
- Arranges appointments, travel and accommodation for Area office and Area staff.
- Acknowledges and/or replies to routine correspondence independently on a regular basis.
- Assists school secretaries with administrative queries, e.g. computer programs, policies and procedures.
- Verifies information received from schools for submission to Division office.
- Verifies expenditures for purchasing orders, invoices and bills for Area purchases and processes payment.
- Assists Administrative Officer with preparation of housing lease agreements.
- Confirms/verifies travel expenses for payment.

### Personnel

- Ensures all appointment, termination, leave request and personnel-related forms are completed and submitted to Human Resources.
- Inputs employee absences in a human resources information system and ensures data is entered on a timely basis to meet Payroll deadlines.
- Follows up on absence reports from schools to ensure reports are accurate and submissions are complete.
- Submits Criminal Record Check and Child Abuse Registry forms to Human Resources for record keeping.
- Creates lists of teacher hires, attendance at workshops, accommodation arrangements, and coordinates with Chief Superintendent's office for new teacher orientation.
- Maintains current files of teacher applications and sorts into program/grade areas.

### School Committee/Area Advisory Meetings and Area Conferences, when applicable.

- Arranges travel, accommodations and meals.
- Prepares meeting materials.
- Creates/mounts displays for meetings.

### Area Secretarial Support

- Provides secretarial support to Area Superintendent, Area Administrative Officer and consultants as required.
- Assists with reception and switchboard duties for Area Office.
- Arranges conference room bookings.
- Maintains current general administration filing system, personnel filing system and Area Superintendent's and Area Administrative Officer's filing system.

Performs other related 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 boxes (up to 15 kg), i.e. mailing parcels.  
Visual concentration and repetitive keyboarding tasks approximately 70% of the time.

## **EQUIPMENT USED**

Ability to lift boxes (up to 15 kg), i.e. mailing parcels.  
Visual concentration and repetitive keyboarding tasks approximately 70% of the time.