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| <b>JOB TITLE</b>           | Clerk Typist   |
| <b>DEPARTMENT</b>          | Administration |
| <b>LOCATION</b>            | School         |
| <b>REPORTS TO</b>          | Principal      |
| <b>STAFF SUPERVISED</b>    | n/a            |
| <b>PROBATIONARY PERIOD</b> | Three months   |

### POSITION SUMMARY

Reporting to the Principal and taking direction from the Principal or the Administrative Secretary, the Clerk Typist performs a variety of general office duties to assist with the smooth operation of the school. The Clerk Typist may provide support in a specialized area such as bookkeeping.

### QUALIFICATIONS

#### Education

- Grade 12 education or an acceptable combination of training and experience.

#### Experience

- Clerical and/or secretarial experience in a school setting.

#### Knowledge, Skills and Abilities

- Knowledge of book-keeping.
- Knowledge of First Nations customs and traditions.
- Knowledge of First aid.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions (30 words per minute), spreadsheets, and database applications.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to use initiative and judgment in determining work priorities.
- Ability to work independently and as a member of a team.

### DUTIES AND RESPONSIBILITIES

- Types administrative materials such as general correspondence, confidential teacher evaluations, student handbooks, student reports, statistical reports, and school newsletters.
- Prepares or assists with the preparation of required month-end reports.
- Maintains student, staff and school files.
- Maintains school financial records, maintains and balances records and preparing required reports.
- Reconciles request for leave forms with payroll reports, submits adjustments.

- Maintains and balances petty cash.
- Collects and processes incoming mail, sorts and distributes mail.
- Prepares outgoing mail.
- Maintains student attendance records, operates the call back system for student absences.
- Maintains calendar of events and timetables.
- Processes purchase orders, receives and distributes supplies.
- Maintains office equipment (e.g. computer, photocopier, laminator).
- Contacts substitutes.
- Schedules meetings and parent-teacher interviews.
- Maintains student database.
- Prepares and submits weekly and bi-weekly payrolls.
- Performs duplicating, photocopying and laminating tasks.
- Receives and directs visitors and telephone calls.
- Administers first aid to students.

Performs other duties as assigned.

## **CONTACTS**

Division, Area and School personnel

Parents/guardians

External agencies (community agencies, funding agencies, government representatives)

## **WORKING CONDITIONS**

General office conditions.

This position works the school year.

## **PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift up to 30 kg.

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

## **EQUIPMENT USED**

General office equipment.

Personal Computer and variety of software packages.