

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: April 24, 2024

JOB POSTING #2023-89

The Human Resources Office will accept applications up to **Wednesday, May 1, 2024 - Noon** - for the following position:

SECRETARY 2 – Prince Rupert Middel School

Part-time, temporary position, 3.0 hours per day, effective immediately until July 5, 2024. Rate of pay is according to pay band 7. The terms and conditions of the IUOE Collective Agreement apply.

Job Summary

An employee who is responsible for performing a wide variety of administrative support duties. This job posting is generic and encompasses the requirements of all anticipated job duties, however the school principal will determine which specific duties will be assigned.

Brief Job Description

- a) Composes, processes, edits and files correspondence, reports and forms as required.
- b) Maintains an internal school financial system.
- c) Monitors district school budgets.
- d) Performs receptionist duties.
- e) Maintains student records in accordance with established procedures.
- f) Compiles demographic data for Ministry of Education reports.
- g) Compiles month end reports.
- h) Logs and prepares timesheets for support staff and teachers-on-call.
- i) Prepares and tracks purchase orders and work orders.
- j) Provides occasional clerical assistance to staff.
- k) Screens and distributes incoming mail; prepares outgoing mail.
- l) Orders and maintains office and school supplies.
- m) Supervises students in the office as required.
- n) Contacts parents re student attendance when necessary.
- o) Contacts external agencies when necessary, both verbally and in writing.
- p) Makes travel arrangements for field trips.
- q) Books appointments for administrative staff and parent-teacher interviews.
- r) Provides medical assistance to students when required.
- s) Performs other related duties as assigned or required.

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Qualifications

- a) Grade 12 or equivalent.
- b) With minimum 5 years' experience in a secretarial position.
- c) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- d) Computer literacy and keyboarding skills of 60 wpm required.
- e) Good organizational and inter-personal skills.
- f) Good working knowledge of business procedures, the rules of grammar, spelling and punctuation.
- g) Basic bookkeeping skills.
- h) Ability to operate office equipment.
- i) Possession of a First Aid Certificate would be considered an asset.
- j) Must be able to communicate clearly, understand and follow directions and prioritize tasks.
- k) Candidate may be required to take a Clerical Skills Assessment to determine qualifications.

**** THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED ****

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