

## IDENTIFICATION

Job Title: SCHOOL/DEA SECRETARY	Location: Aklavik, NT	School/Office: Moose Kerr School
Position Number: 72-2899	Financial Code:	

### PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The School/DEA Secretary provides support and assistance to the Principal, the school staff, the DEA, members of the public, and particularly, students and their families by ensuring communication channels are optimized and effective and efficient administrative operations are carried out.

### SCOPE

(The way that the position contributes to and impacts on the organization)

Located at Moose Kerr School, the incumbent reports to the Principal and DEA. He/she is responsible for providing secretarial, administrative and clerical support services.

The School/DEA Secretary contributes to the effective administrative operations of the BDEC, the DEA and the school by ensuring a smooth flow of correspondence, reports, leave forms, time sheets, casual staffing actions and purchasing documents is maintained. Providing appropriate documentation ensures that casual staff is paid in a timely and appropriate manner and vendors and suppliers are paid within established time limits.

The School/DEA secretary's ability to communicate both orally and in writing with staff, students, parents, the general public and other Government departments has a direct impact on the school's ability to do business as he/she is often the first line of contact. Misinformation or the release of confidential information may seriously erode public confidence in the school. Timely decision making, such as the appropriate response to students in need of medical treatment, impacts on the physical and emotional well being of the students.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

The specific duties of the School/DEA secretary will be determined by the Principal based on the needs of students and staff within the school. These duties vary from year to year and from time to time. In general, these duties will include, but may not be limited to, the following:

1. Provides secretarial services to maintain efficient operations of the school by:

### Main Activities:

- Maintaining student records as required by School Administration
- Filing correspondence on appropriate files so that information is easily retrieved
- Recording and preparing minutes and summary accounts of meetings
- Opening all mail, date stamping, sorting, delivering to the appropriate party
- Obtaining files, documents and background information as per specific instructions
- Registering new students, requesting records, and forwarding same
- Assisting in the preparation and submission of casual staffing actions for casual hires
- Composing routine correspondence (acknowledgements/replies)
- Proof reading and correcting printed material
- Operating computers to produce spreadsheets, documents, enter data, use e-mail and Simply Accounting
- Maintaining an up to date filing system and ensuring confidentiality of files where applicable

2. Performs receptionist functions to provide communication between the school and the community by:

### Main Activities:

- Maintaining a stable office atmosphere
- Screening incoming telephone calls and replies, and responding, re-directing or referring to the appropriate party
- Contacting parents, the general public and other government departments or agencies as required
- Receiving parents, the general public, government employees and assisting, directing or referring them to the appropriate party
- Assisting students as required
- Receiving and verifying deliveries
- Providing First Aid assistance to students when required
- Performing other duties as requested by the Principal/DEA

3. Provides clerical support by:

**Main Activities:**

- Preparing requisitions, ascertaining prices/supplies, receiving and verifying goods
- Purchasing supplies locally (LCA, petty cash)
- Recording and maintaining school financial accounts (Simply Accounting)
- Reconciling petty cash
- Inventory of supplies

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent requires a sound knowledge of office procedures and general bookkeeping procedures. The incumbent must be familiar with, and sensitive to, the people and culture of the region. The incumbent requires the knowledge and ability to effectively use; the computer for word-processing programs, Simply Accounting, spreadsheets and e-mail systems; other office equipment such as photocopy and fax machines.

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ Excellent interpersonal skills
- ✓ Secretarial/administrative skills
- ✓ receptionist skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized spreadsheet, Simply Accounting and word-processing programs and e-mail at a highly proficient level
- ✓ stress management skill
- ✓ time management skills
- ✓ ability to work in a multi-cultural setting with young people, staff and parents
- ✓ ability to work with little supervision
- ✓ first aid skills at the basic provider level

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the School/DEA secretary. The incumbent must also demonstrate the following personal attributes;

- ✓ be honest and trustworthy
- ✓ be positive and respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ demonstrate patience and self-control

The incumbent would normally attain the required knowledge and skills through completion of a Secretarial Science Program, bookkeeping and office procedures coursework combined with related secretarial/administrative experience. Equivalencies will be considered.

### **WORKING CONDITIONS**

#### **Physical Demands** (The nature of physical effort leading to physical fatigue)

The incumbent will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The incumbent will also have to do some lifting of supplies and materials from time to time.

#### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy, open office. Constant interruptions by telephone, walk in clients, parents, students and the DEA make the environment disruptive at times. Certain students may display inappropriate behaviors such as abusive language or disrespect.

#### **Sensory Demands** (The nature of demands on the incumbent's senses)

Sensory demands include the use of the computer, which may cause eyestrain and occasional headaches. Hearing is used to determine nuances in a voice which may assist the incumbent in determining the level of stress, or distress a teacher, student or parent may be experiencing while talking with them in the office or on the phone.

#### **Mental Demands** (Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. Mental effort of a consistent/continuous nature is required for short periods each day to provide time to complete tasks. Unusual problems can occur with great frequency demanding immediate attention. The cumulative effect could result in mental and emotional fatigue.