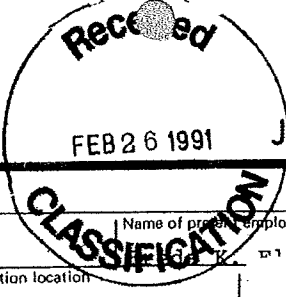




Northwest Territories



Job Description

Position no. 99-8165 (time)	Position title AS/ST II	Name of present employee
Department Education	Division / Region Fort Smith	Position location Fort Resolution
Supervisor - Position no. -0787	Supervisor - Position title Principal	Supervisor's location Fort Resolution
CLASSIFICATION USE ONLY		

2 Describe, in a brief paragraph, the purpose or main function of this position. This statement should answer the question: "WHY does this position exist?"

To provide secretarial services for Deninoo School (half time).

3 Describe the duties of the position, starting with the area of major responsibility. Describe WHAT each duty is, WHY it is done and HOW it is done. Use extra blank sheets as required.

Major Duties		
duty no.	time	
1	15	Provides receptionist services by: - receiving members of the public who visit or telephone the school - dealing with students and teachers who visit the school office
2	80	Provides clerical services by: - handling and distributing incoming and outgoing mail - typing correspondence, memos, class lists, course manuals, tests etc. for teaching and administrative staff - maintaining student and staff records - preparing and assembling student reports - reproducing materials on the Xerox, spirit duplicator - maintaining office file system
Minor Duties		Describe briefly only WHAT is done.
3	5	- maintaining inventory of school supplies - preparing and typing requisitions - checking materials and orders received - dealing with shortages, substitutions, delayed orders etc. - maintaining records of purchases, expenditures relative to budget etc.
Total		100%

- 4 Using the format below, explain the following:
- a) What is the minimum level of education and training required to perform these duties? (specify certificates, licences or necessary appointments)
 - b) Describe why this education and training is necessary (rationale).
 - c) Identify duties which support this level of education and training (duty number).

MINIMUM LEVEL	RATIONALE	DUTY NO.
Grade 10	General knowledge background and command of English required to efficiently function in this position.	1, 2, 3
Secretarial Arts Course	Necessary to do specific tasks required by this position	1, 2

- 5 Using the format below, complete the following:
- a) Name the skills and knowledge necessary to perform these duties which must be gained through experience (knowledge of regional problems, skill in planning).
 - b) What is the minimum length of time required to develop each skill and knowledge?
 - c) Identify duties which support each requirement.

SPECIFIC SKILL OR KNOWLEDGE	LENGTH OF TIME	DUTY NO.
Interpersonal skills (ability to deal with a wide variety of people).	1 year	1, 2, 3

NOTE: The minimum levels of education, training and experience, when rated in the classification process, constitute the requirements that must be met when hiring a new employee for this position, or when promoting the incumbent on a reclassification of his position. Desirable levels may be included in staffing requests.

- 6 a) What final decisions are made REGULARLY, for which the employee is held accountable? Describe, using specific examples (eg. signing authority delegated).

Decisions relating to routine inquiries from parents, staff and students and decisions regarding the accuracy of cheque requisitions, attendance records, school expenditures, etc.

Decisions relating to minor complaints from students, parents and staff.

- b) What is the direct impact of those decisions (eg. on groups, resource utilization and program delivery)?

Sound decisions and accurate information delivered in a tactful, effective manner enhance the image and thus the effectiveness of the school.

Accurate budget and coding decisions contribute to the efficiency of the school supply system and thus the over all effectiveness of the school.

- c) What recommendations does the employee make; to whom are they made and how often? Describe using specific examples.

Recommendations are made on routines, procedures and policy on an as needed basis to the principal.

(USE EXTRA BLANK SHEETS IF NECESSARY)

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- a) List the directives, manuals, regulations, ordinance or other written guidelines used REGULARLY, and specify how they are used (eg. follow procedures in manuals, explain or interpret regulations).

Collective Agreements (N.W.T.T.A. and U.N.W.) assists staff to interpret material byt mainly applies provisions for leave etc. set out in these agreements. Education Society - follows Purchas Order Procedures.

- b) What controls are exercised over selection of methods and procedures, and the work performance either by the supervisor or other persons, either directly or indirectly? Give specific examples (eg. information sources specified by client, supervisor checks and approves completed work).

Employee has considerable freedom to select own methods and procedures. As long as they are compatible with the school objectives set out by the principal. Principal checks some completed work (ie. important letters) but relies on employee for accuracy of cheque requisitions, invoice aprons, foster home accounts, etc.

- c) How is the work assigned to the employee (eg. verbal direction from supervisor, written instructions with work request)?

Some written but mainly verbal.

- d) List the major tools, equipment and machinery used in the work, and the percentage of time spent using each.

Typewriter 20%
Xerox & Spirit Duplicator 5%

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NOTE : Attach a copy of the authorized organization chart to this form which shows the title, position number, group and level for this position and its immediate superior, and any positions over which this position exercises supervisory authority, either directly or through subordinate supervisors.

- a) Specify the positions which report directly to this position, including indeterminate, term, seasonal and casuals. Use the format below.

POSITION TITLE	POSITION NO.	EMPLOYEE NAME
N/A		

- b) Indicate by yes or no which of the following tasks are performed when supervising employees in positions listed above. Add additional tasks if necessary.

- | | | | |
|------|--------------------------|--------------------------|--|
| | yes | no | |
| I | <input type="checkbox"/> | <input type="checkbox"/> | Assigns and reviews work on a day to day basis; |
| II | <input type="checkbox"/> | <input type="checkbox"/> | Recommends work schedules, staff allocation, etc., to immediate supervisor; |
| III | <input type="checkbox"/> | <input type="checkbox"/> | Schedules and assigns work priorities and allocates staff to activities or projects; |
| IV | <input type="checkbox"/> | <input type="checkbox"/> | Trains new employees and explains new work methods and procedures to subordinates; |
| V | <input type="checkbox"/> | <input type="checkbox"/> | Monitors adherence of subordinates to policies, regulations and procedures; |
| VI | <input type="checkbox"/> | <input type="checkbox"/> | Writes letters of warning and reprimand and recommends further disciplinary action; |
| VII | <input type="checkbox"/> | <input type="checkbox"/> | Plans, schedules and implements work programs; |
| VIII | <input type="checkbox"/> | <input type="checkbox"/> | Establishes quality and quantity standards for work; |
| IX | <input type="checkbox"/> | <input type="checkbox"/> | Exercises signing authority. Specify (eg. appraisals, leave forms) ; |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Recommends changes to position duties and writes job descriptions; |
| XI | <input type="checkbox"/> | <input type="checkbox"/> | Identifies staffing needs and interviews potential employees; |

(USE EXTRA BLANK SHEETS IF NECESSARY)

9 a) To what extent are contacts necessary ? Give specific information for each contact, using the format below.

TITLE AND ORGANIZATION OF CONTACT	REASON FOR CONTACT	METHOD OF CONTACT	FREQUENCY
Parents & other members of the community.	Information, complaints	In Person telephone	Daily
Students, teacher Area Office	Information Relaying and seeking information	In Person Telephone	Daily Weekly
Other G.N.W.T. Departments	Reporting work, inquiries, etc.	Telephone letter	Weekly

b) Which of the contacts are most difficult ? Explain why.

Handling complaints from parents or teachers as complainants can sometimes be irrational and abusive.

10 Specify any features of the work which create unusual demands on the employee, or which create physical or mental stress (eg. performing precision work, lifting heavy weights, working in obnoxious odours or hazardous conditions).

Doing precision work (typing, bookkeeping) while being frequently interrupted by telephone calls and visitors to school office.