

SECRETARY III - (SEC06A)



PAY GRADE 5

Position/Title: _____ **Department/School:** _____

Reports to: _____ **Date:** _____

Incumbent: _____ **Supervisor:** _____

Function and Purpose of Position

Secretaries perform duties ranging from administrative duties to general office tasks to assist in the positive and efficient operation of the school or department. These duties are generally under the supervision of the Principal/Assistant Principal or Supervisor. A Secretary III would have responsibility in, RIS Purchasing, RIS Budget-Monitoring, and School Generated Funds as well as a host of other responsibilities, examples of which are listed below.

Activity A: Accounting

- Collect funds from various sources, including student fees and supplies, lunch supervision, program funds, staff-related funds and special events, etc
- Prepare bank deposit
- Follow-up N.S.F. cheques
- Record data on general ledger
- Verify and process accounts payable
- Prepare, submit and disburse cheque requests
- Calculate, verify and compile GST quarterly rebate and submit report for refund
- Review and verify charge-back account on RIS, code and initiate payment
- Reconcile monthly bank statement, with review and approval from administration

Activity B: Budget

- Set up reporting data base on each new school year budget
- Advise, record and report budget income and expenditures to staff
- Review and compare records to month end RIS, code and initiate payment
- Investigate discrepancies and make appropriate adjustments
- Verify and report on budget status as per administrative requests
- Process reports for individual departments to advise of expenditures

Activity E: Purchasing – RIS

- Initiate and purchase office and equipment supplies
- Purchase material requested by staff as approved by administration
- Receive and inventory supplies upon arrival

Activity F: Secretarial support

- Prepare confidential administrative/counsellor correspondence
- Co-ordinate and Supervise school start-up and shut down procedures
- Maintain current staff records (addresses, phone numbers, etc)
- Assist in organizing special events
- Receive and distribute incoming mail and e-mail
- Maintain office filing system
- Distribute student medication as required
- Notify parents regarding students sickness or injury
- Prepare report of medical action taken for student

Activity G: Reception

- Assist in greeting the public/answer telephones: direct calls, inquiries and correspondence to the appropriate person
- Provide information to and respond to requests from students, teachers and parents
- Operate and trouble-shoot office equipment
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Activity H: Other Duties

EDUCATION AND EXPERIENCE

- a) Education:
 - i) High School diploma
 - ii) Supplemented by related one year program (e.g., secretarial, business administration) or successful completion of in-house courses related to, ACCPAC, RIS, purchasing and payroll are required.
- b) Experience:
 - i) Minimum of three (3) years related experience in a school or office environment

Equivalencies will be considered.

KNOWLEDGE, SKILLS AND ATTITUDES

- Good computer skills - Word, Excel, RIS, ACCPAC
- Knowledge of office equipment
- First Aid Certificate
- Switchboard experience
- Good oral and written communication skills
- Good interpersonal skills
- Good organizational and time management skills
- Basic accounting skills

DECISION MAKING

The type of decisions the Secretary III is required to make on a regular basis may include:

- Set priorities and timelines in the office, as part of supervisory duties
- Decide best method to organize files for accounts payable and receivable, new student registration and student records
- Apply accepted practices when maintaining school-generated and school-allocated funds

WORKING WITH OTHERS

Contacts:

- Employees in the same department
- Employees in another department
- Students/parents
- Business representatives (suppliers)

Purpose of Contact:

- Exchange of factual or everyday information
- Discuss and resolve routine problems
- Make recommendations of appropriate action for non-routine issues or problems

SUPERVISION OR DIRECTION EXERCISED

The technical and/or functional guidance provided will be:

- To provide instruction, training and advice to volunteers and support staff regarding general office procedures and daily duties
- Assist in trouble-shooting computers and other office equipment for staff members

PHYSICAL DEMANDS

Work is performed sitting and standing with frequent use of a computer.

WORKING CONDITIONS

Work is located in a comfortable area with little exposure to unpleasant conditions. There are frequent interruptions.

The hours for this job will vary with each position. The school or department will determine the required work schedule. Extra work hours may be required during peak times.

A personal vehicle may be required to make deliveries, purchases, pick up packages or pick-up items such as report cards, etc.

ADDITIONAL INFORMATION

Secretaries must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.