

Equipment Used

Computer, typewriter, photocopier, facsimile machine, postage meter, postage scale, telephone, cash register, public address system, paper cutter, calculator and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma.
- Two years' experience in an office environment plus additional office administration coursework of up to and including six months.
- A valid Safety Oriented First Aid certificate.
- Keyboarding speed of 50 words per minute.
- Intermediate level word processing skills.
- Basic knowledge of database computer functions.
- Knowledge of Business English, punctuation, spelling and Business Math.
- Basic level bookkeeping skills.
- Ability to use a public address system.
- Ability to use tact and diplomacy when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

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Administrative Assistant A (Schools)
Formerly: Secondary School Secretary A