

ADMINISTRATIVE ASSISTANT A (FVDES)

Division: 4 (Clerical)

Reports to: Principal or Designate.

Job Summary

With minimal direction, the Administrative Assistant A performs clerical and reception duties and coordinates the workload of other clerical personnel. He/she works cooperatively with other employees, students, parents and public.

Duties and Responsibilities

- Coordinates workload of clerical staff.
- Keyboards and composes a variety of materials, including those of a confidential nature, such as correspondence, newsletters, general reports, classroom materials, minutes and memoranda.
- Inputs and retrieves data on the computer such as attendance, scheduling, student records, report cards and Ministry reporting.
- Analyses data and prepares statistical reports.
- Answers inquiries, relays messages and schedules meetings and appointments for community agencies, parents, students, public and other staff by telephone, facsimile, computer, mail, or in person.
- Maintains an up to date knowledge of timetables and graduation prerequisites.
- Files and maintains a variety of materials such as student report cards, student files, correspondence, newsletters, classroom materials and memoranda.
- Assists with organization of special events.
- Provides support to staff in the use of administrative software.
- Website management.
- Completes master time sheets.
- Sorts and distributes mail.
- Compiles and submits requisitions, such as maintenance and general supplies.
- Performs cashier duties.
- Uses a public address system.
- Duplicates, sorts, collates and staples materials.
- Weighs and meters mail.
- Assists with registration of new students.
- Administers first aid to students and staff.
- Maintains stationery inventory.
- Maintains employee bulletin boards.
- Performs other clerical or emergent duties.

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.

Originated: May 9, 2014
Revised: February 4, 2015, April 6, 2016
Administrative Assistant A (FVDES)
Formerly: Correspondence School Secretary A