

ADMINISTRATIVE ASSISTANT B

Division: 4 (Clerical)

Reports to: Principal or Designate.

Job Summary

With regular direction by the Administrative Assistant A, the Administrative Assistant B performs clerical and reception duties. He/she works cooperatively with other employees, students, parents and the public.

Duties and Responsibilities

- Inputs and retrieves data on the computer, such as student and staff attendance, scheduling, student records, report cards, ministry transfers, work orders, job costing and purchase orders.
- Keyboards and composes a variety of materials such as correspondence, newsletters, general reports, classroom materials and memoranda.
- Answers inquiries, relays messages and schedules meetings and appointments for parents, students, staff, community agencies and public by telephone, computer, facsimile, mail or in person.
- Analyses data and prepares statistical reports.
- Performs cash handling, bank deposits, cost estimating and receiving of supplies.
- Maintains up to date school and district knowledge, such as timetables and graduation prerequisites.
- Files and maintains a variety of materials such as student report cards, student files, correspondence, newsletters, classroom materials and other materials.
- Provides support to staff in the use of administrative software.
- Assists with registration of new students.
- Sorts and distributes mail.
- Duplicates, sorts, collates and staples materials.
- Uses a public address system.
- Weighs and meters mail.
- Maintains stationery and supplies inventory.
- Maintains employee bulletin boards.
- Assists with organization of special events.
- Receives and processes requests for services such as bussing, hauling, room and building assignments.
- Performs other clerical or emergent duties.

Equipment Used

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

Required Knowledge, Ability, Skills

- High school diploma plus additional office administration coursework of up to and including six months.
- Up to and including six months' experience in an office environment.
- Keyboarding speed of 50 words per minute.
- A valid safety oriented First Aid Certificate
- 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 courtesy and tact in the explanation of and discussion of 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: June 1, 1993

Formerly: Secondary School Secretary B – Inactive – May 9, 2014

Established: Administrative Assistant B – May 9, 2014

Revised: April 6, 2016

Replacing: Aboriginal Education Secretary, Administration Office Receptionist Clerk, Administration Office Secretary, Chance School Secretary, Correspondence School Secretary B, Education Centre Secretary B, Learning Services Secretary (Draft), Maintenance Clerk B, Student Services Centre Secretary