

# 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.