

### **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