



## SCHOOL DISTRICT #8 (KOOTENAY LAKE)

### JOB DESCRIPTION

**Status:** Approved

**Date:** April 2001

**Reviewed:** June 12, 2015

Sept 11/15

November 6, 2015

December 4, 2015

#### **Job Title**

Clerical Assistant

#### **Job Summary:**

An employee who, under the direction of the Principal, Site Supervisor or designate performs a variety of general office routines. The nature of this position will require the clerical assistant to work in a stressful environment with constant interruptions and minimal supervision while meeting deadlines.

#### **Job Requirements:**

1. Completion of an Office Administration program certificate and/or equivalent experience with at least two (2) years' full time experience, within the last five (5) years, in an office environment.
2. Proven ability to operate a variety of office equipment and computer systems with word processing, spreadsheet, database and communication applications.
3. Exercises initiative, independent judgement and discretion.
4. Works as part of a team and maintains a professional in working relationships with all school personnel, students, parents and the public.
5. Works independently and manages time effectively with excellent organizational skills.
6. Maintains confidentiality.
7. Follows School District policies, procedures, rules, and regulations.
8. Adapts to frequent technological change (training will be provided).
9. Must have understanding and knowledge of safe work practices.
10. Performs other job related duties as may be assigned.

Approved: December 4, 105  
On behalf of CUPE Local 748

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Clerical Assistant  
On behalf of School District No. 8 (Kootenay Lake)

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**Job Conditions:**

1. Work is indoors in clean, well-lighted and heated buildings.
2. May face a variety of situations requiring decision making and action in accordance with protocols prescribed by the Principal or Site Supervisor.

Approved: December 4, 105  
On behalf of CUPE Local 748

Clerical Assistant  
On behalf of School District No. 8 (Kootenay Lake)