



## SCHOOL DISTRICT #8 (KOOTENAY LAKE)

### JOB DESCRIPTION

**Status:** **APPROVED**  
**Date:** January 13, 2017  
**Reviewed:** May 13, 2016  
September 9, 2016  
December 9, 2016

#### Job Title

Secretary

#### Job Summary:

An employee who, under direction of Principal or Site Supervisor performs a variety of administrative/financial and clerical duties. The nature of this position will require the Secretary to work in a stressful environment with constant interruptions and minimal supervision while meeting deadlines.

#### Job Requirements:

1. Possess a recognized Office Administration program certificate from a post-secondary institution or equivalent business training institute. External applicants must have two (2) years recent previous experience in an office environment.
2. Training and demonstrated competence in the use of various computer programs, word processing, spreadsheets, and data bases is essential.
3. Familiarity with equipment, associated hardware and software used by the district. *Training will be provided by the district.*
4. Minimum of 50 words per minute typing with accuracy.
3. Exercises initiative, independent judgment and discretion. In the absence of the Principal or Site Supervisor must be able to make appropriate decisions and choices in a variety of situations and emergencies involving students, teachers, parents and the public.
4. May direct work to others as part of job duties.
5. Performs accounting duties related to the maintenance of trust accounts, petty cash and school/site budgets.

Approved January 13, 2017  
On behalf of CUPE Local 748:

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Secretary  
On behalf of School District No. 8 (Kootenay Lake):

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6. Works as part of a team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students, parents and the public.
7. Works independently and manages time effectively with excellent organizational skills.
8. Follows School District and school/site policies, procedures, rules, regulations and guidelines.
9. Handles reception duties and deal with the public courteously.
10. Must have understanding and knowledge of safe work practices.
11. Perform other job related duties as may be assigned

**Job Conditions:**

1. Work is indoors in clean, well-lighted and heated buildings.
2. Work can be stressful as there are time pressures and constant interruptions.
3. Will face a variety of situations requiring decision making and action in accordance with protocols prescribed by the Principal or Site Supervisor.

Approved January 13, 2017  
On behalf of CUPE Local 748:



Secretary  
On behalf of School District No. 8 (Kootenay Lake):

