



**SCHOOL DISTRICT 78**

**FRASER-CASCADE**

EVERYONE PULLING TOGETHER

**INTERNAL POSTING No. 24-003  
CONTINUING**

## **UNION VACANCY NOTICE**

May 31, 2023

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **August 28, 2023**

DESCRIPTION: **School Secretary  
Six (6) hours/day, Five (5) days/week**

LOCATION: **Two Rivers Education Centre/Fraser-Cascade Open Learning/  
Fraser-Cascade Continuing Education  
(Physical location: Two Rivers Education Centre)**

HOURLY RATE: **\$ 28.40**

DEADLINE DATE: **June 6, 2023 at 2:00 p.m.  
(Applications will not be considered after 2:00 p.m.)**

Major Duties/Qualifications:

- Office Administration training and/or experience
- Computer experience required; experience with Word/Excel
- Experience using MyEducation BC preferred
- The ability to learn and use new software applications as needed
- The position will also include other duties related to preparing and purchasing food for the school meal programs

Please direct all applications to: Human Resources  
School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, B.C. VOX 1L4  
Fax (604-869-7400)  
Phone (604-869-2411)  
Email [laurie.bjorge@sd78.bc.ca](mailto:laurie.bjorge@sd78.bc.ca)

**PLEASE POST ON SCHOOL BULLETIN BOARD**

**INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION**

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring

# **SCHOOL DISTRICT #78 (FRASER-CASCADE)**

## **JOB DESCRIPTION**

### **SECRETARY**

**Location:** School

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**Summary:**

Under the direction and supervision of the Administrative Officer, and/or his/her designate, acts as the general/confidential secretary to the Administrative Officer(s). May be required to give direction to other employees and to also process inquiries from staff, students and the general public.

**Duties and Responsibilities:**

- Performs a variety of clerical tasks such as telephone, relaying messages, reception, mail, filing, photocopying, bookkeeping, record keeping, typing documents, maintenance requisitions and confidential/non-confidential correspondence.
- Provide information on matters relating to pupils and school, subject to rules, regulations and policy.
- Maintains school based trust funds and related statements, manually and/or using a computer, including collection of cash, issuing receipts and cheques, depositing funds, month-end balancing, bank reconciliation and preparation of financial reports.
- Assistance to staff, pupils and public.
- Monitors school budget including processing of purchase requisitions, approving invoices for payment and publication of account balances.
- Maintains and balances the Petty Cash fund and requests reimbursement from the Administration Offices.
- Assists with the collection of monies from school based and student based activities and special activities as required.
- Maintains adequate inventory of office and general supplies.
- Inputs and retrieves data related to new student records on the computer; maintains student information and records on the computer; requests and forwards student files.
- Administers minor first aid to students; monitors students in the office and first aid room; assists in preparation of "Student Incident Report" forms.

**Duties and Responsibilities cont'd:**

- Works with constant interruptions and must meet deadlines.
- Performs other clerical or emergent duties which are within the scope of knowledge, skills and abilities required by this position.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Operates equipment such as telephone, public address system, typewriter, photocopier, duplicating equipment, electronic cash register, adding machine, computer, facsimile machine, laser and dot matrix printers and other office related equipment. Responsible for routine maintenance of equipment and arranging for repairs as required.

**Required Qualifications and Experience:**

- Grade 12 graduation or equivalent and additional courses or certification in standard commercial subjects.
- Related office procedure experience.
- Intermediate level word processing.
- Keyboarding skills of 60 words per minute.
- Thorough knowledge of basic bookkeeping.
- Ability to understand and effectively carry out oral and written instructions.
- Good knowledge of office methods and procedures.
- Good knowledge of business English, spelling, punctuation and arithmetic.
- Ability to prepare routine letters and memoranda.
- Acceptable clerical aptitude.
- Skill in operating a computer.

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.