**BOARD OF EDUACATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: SECRETARY II**

## **Immediate Supervisor: PRINCIPAL**

**Core Function:**

The Secretary II performs a variety of secretarial tasks functioning alone within a school.

# **Duties and Responsibilities:**

1. Greets visitors, answers the telephone, provides information, redirects to the appropriate destination, and operates intercom system.

2. Word processes a variety of reports, exams, newsletters, calendars, memos and other general and confidential correspondence.

3. Makes telephone calls to arrange appointments, confirm absences, arrange staff replacements and obtain or provide information.

4. Collects and inputs student and employee data.

5. Duplicates prepared materials and manages the use of the photocopier.

6. Purchases supplies and equipment and maintains inventory.

7. Maintains files of records, documents and reports including those considered to be confidential in nature and relieves supervisors of administrative details.

8. Schedules appointments, makes transportation arrangements, arranges meetings and special functions.

9. Attends and records, types and distributes minutes of meetings.

10. Collects and records receipt of funds, handles petty cash, prepares bank deposits, maintains records of transactions, checks credit or expenditures against budget statements and may input data into a computerized accounting system.

11. Distributes and collects various forms including timecards, student attendance, etc.

12. Arranges and receives, sorts, redirects or files deliveries of mail, materials, equipment and office or school supplies.

13. Assigned special functions which require some decision-making and are semi-independent in nature.

1. Performs such other tasks as may be required to meet organizational deadlines and objectives.

# **Qualifications:**

1. Grade 12 or equivalent;
2. One year of post-secondary training in business education.
3. Previous experience utilizing a computerized accounting program is required.
4. Two years of related experience required.
5. Strong interpersonal, communication and organizational skills.
6. Proficient in the use of Maplewood and Microsoft Office.

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