

TITLE: CAREER SERVICES SECRETARY
SECTION: Career Services
REPORTS TO: Career Programs Assistant

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SUMMARY

Under the general supervision of the Career Programs Assistant, performs a variety of office and clerical duties to support the Career Services administrative system and staff.

DUTIES

1. Provides general office assistance and may be assigned specific office duties, such as filing records, input and retrieval of data utilizing a personal computer of the District's computer system.
 2. Communicates with the business community; parents, school staff on a regular basis.
 3. Collects, prepares, photocopies, collates and distributes a variety of documents and may type from handwritten notes, rough drafts, or corrected copy.
 4. Provides office reception and general information by answering phones, greeting visitors, responding to staff needs and answering general enquiries from schools and the business community.
 5. Maintains filing systems as directed.
 6. Assists or advises other school-based staff.
 7. Will, on occasion, be required to perform other duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
 - Secretarial training and a minimum of six months related experience or an equivalent combination of training and experience.
 - Minimum keyboarding speed of 50 c.w.p.m.
 - Good interpersonal and communication skills.
 - Ability to operate standard office equipment, including a personal computer and data entry terminal.
 - Good grammar, spelling and punctuation skills.
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