

TITLE: COMMUNICATIONS/GRAPHICS CLERK
SECTION:
REPORTS TO: Communications Officer

#130

SUMMARY

Under the direction of the Communications Officer or designate, assists with the preparation, presentation and distribution of district information; provides reception services for the Communications Office, and assists with requests received under the *Freedom of Information and Protection of Privacy Act*.

DUTIES

1. Prepares district materials, utilizing word processing and desktop publishing software.
 2. Compiles information and may compose documents and drafts of documents which may include confidential information.
 3. Provides advice and assistance on the design of graphic layouts and produces camera-ready copy from a mix of instructions received from all levels of School District staff, including parent groups.
 4. Provides reception/information services; responds to public, media, District staff enquiries, and assists in responding to requests under the *Freedom of Information and Protection of Privacy Act*.
 5. Establishes and maintains files and records to track requests for information.
 6. Performs routine record-keeping procedures and monitors the Communications Office budget as directed.
 7. Performs a variety of clerical duties including photocopying, distributing, faxing.
 8. Assists, as directed, with special events and projects.
 9. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
- Secretarial training, including courses in word processing and desktop publishing and a minimum of three years related experience or an equivalent combination of training and experience.
- Minimum keyboarding speed of 75 c.w.p.m.
- Knowledge of graphic design and layout techniques.
- Excellent grammar, spelling and punctuation skills.
- Excellent organizational, interpersonal and communication skills.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Ability to work with minimal supervision.

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School District 68 (Nanaimo-Ladysmith)