

TITLE: DISTRICT RESOURCE CLERK
SECTION: Educational Programs
REPORTS TO: Administrator – District Resource Centre

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SUMMARY

Under the direction of the Administrator – District Resource Centre or designate, provides secretarial and reception services to District Resource Teachers.

DUTIES

1. Provides secretarial and reception services by processing, composing and preparing correspondence, drafting routine responses from hand-written notes, including those of a confidential nature; responding to telephone and in-person inquires, directing calls, relaying messages, and answering general queries; receives, distributes and dispatches mail and resource materials.
 2. Maintains various departmental accounts; including compiling, ordering, receiving and verifying purchases; processes payments, receives, records and reports cash receipts, fees, charge backs, user charges and petty cash, utilizing the District computerized accounting system.
 3. Assists with workshop and in-service planning, collection and reporting of funds, preparation of materials, displays, scheduling, registration and circulation of workshop resources; may assist in setup of workshops at various sites.
 4. Assists with the administration of District resource programs by processing data and retrieving and collating statistics and information; utilizes spreadsheet and database software as well as desk top publishing software to prepare reports.
 5. Utilizing the district computer system and software, inputs, retrieves and prints data.
 6. Operates and provides first line maintenance to general office equipment including personal computer, photocopier and peripherals.
 7. Maintains filing systems.
 8. 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 basic accounting, and a minimum of three years experience or an equivalent combination of training and experience.
- Working knowledge of word processing, spreadsheet, database and other software, using Micro-Soft products in a Windows environment.
- Excellent organizational, interpersonal and communication skills.
- Excellent grammar, spelling and punctuation skills.
- Minimum keyboarding speed of 60 cwpm.
- Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines.
- Ability to work with minimal supervision.
- Physical capability to perform the job duties.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Valid BC Class 5 Driver's License

