

Secretariat Director's Office

SC – 2

Composes and types, formats, mails, books

SC – 3

Provides record management support which includes inputting and compiling data, recording addresses and data management of student/staff electronic

SC – 4

Inputs information from a variety of sources into computer programs including student information

SC – 5

Prepares, maintains, works file a variety of documents

SC – 6

Collects, sorts and distributes incoming and outgoing

**QUALIFICATIONS
SECRETARIAL CLERK**

EDUCATION	Grade 12 or equivalent, AND Some office administration courses
EXPERIENCE	Over six (6) months recent office experience Experience in a school setting preferred School based positions require some Student Information System experience (MyEd) Must demonstrate competency by passing a related District test
KNOWLEDGE	Database management, spreadsheet, word processing and email applications Office procedures Principals of time management Records management School systems, policies and procedures as they relate to the position
SKILLS AND ABILITIES	Patience Confidentiality Tact Flexibility Organized Attention to detail

