

LL 103414

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: SECRETARIAL ASSISTANT

REPORTS TO: Designated Supervisor

SUPERVISES: N/A

LOCATION: Various

JOB SUMMARY: Provides administrative support to the Head Administrative Assistant and/or administrators/management; and contributes to the efficient operation of the office.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting poses certain inherent risks. Therefore, training in either NVCI, WEVAS, or Restitution may be required.

DUTIES AND RESPONSIBILITIES:

- Responds to telephone and in-person inquiries and contacts others with information;
- Attends to students' medical needs and arranges substitute staff as required;
- Collects fees, course registrations, payments;
- Prepares and maintains all necessary systems, reports, records, and files;
- Performs data entry and generates reports and newsletters;

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION
Great Schools for Growing and Learning

JOB DESCRIPTION:
AP3-9

- Types, files, photocopies, distributes mail and supplies, updates websites or other sources of information, and ensures that office machinery is in good repair;
- Schedules activities, functions, meetings, equipment, etc.;
- Performs other related duties as assigned or as required.

QUALIFICATIONS:

- High school diploma plus related administrative course work;
- Excellent computer and keyboarding skills;
- 1-2 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff, students and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

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