



Grande Prairie ^{and District} Catholic Schools

Job Description

CEC SECRETARY 1

Date Created	June 2018
Date Amended	

Reports To

Executive Assistant to the Superintendent

Summary

The CEC Secretary 1 is responsible for a wide variety of administrative duties in support of the Executive Team and Inclusive Education Department. This role will also act as a first point of contact and provide general information to staff, clients, and the public. Duties include but are not limited to reception, drafting reports as well as assisting with backup for the CEC Secretary. The CEC Secretary 1 requires the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Qualifications

Formal Education

- Two-year Administrative Diploma

Experience

- Two years of formal experience in performing responsible clerical and secretarial work
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered

Competencies

- Proven organizational, time management and interpersonal skills
- Ability to work both collaboratively and with limited supervision
- Ability to prioritize and work independently on projects as assigned
- Good analytical and problem-solving skills and business acumen
- Customer service orientated with a commitment to excellence

- Enjoys working in a team environment and is able to work under pressure to meet deadlines
- Excellent verbal and written communication skills
- Strong proficiency in MS Office (Word, Excel, PowerPoint, Access, Publisher, Outlook)
- Working knowledge of business services software tools including SRB PowerSchool and Intellimedia
- Working knowledge of online payment systems
- Ability to respond quickly in a dynamic and changing environment
- Very organized and able to prioritize tasks
- Resourceful and flexible
- Ability to exercise good judgment in recognizing the scope of authority and protecting confidential information
- Attention to detail - Attends to details and pursues quality in the accomplishments of tasks, regardless of the volume of duties encountered
- Knowledge of procurement and accounting procedures

Duties and Responsibilities

- Act as a first point of contact and provide general information to staff, clients, and the public relating to their questions, concerns, or suggestions
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders
- Refer and/or redirect calls, emails, or visitors as required
- Review, evaluate, and distribute priority correspondence
- Prepare, review, and/or edit various forms of correspondence such as letters, invoices and reports
- Assist in the compilation of data for various reports
- Complete expense reports, pay invoices, and other related duties
- Purchasing equipment and supplies for the Inclusive Education department
- Accurately and appropriately file correspondence, invoices, and receipts
- Coordinate the logistical aspects of departmental programs such as meetings, seminars, workshops, special projects, and events
- Maintain a high level of confidentiality in all interactions
- Organize, maintain, and coordinate records and files for the Inclusive Education department
- Prepare agendas for meetings, and transcribe and distribute meeting minutes if required
- Review all documents, reports, and correspondence prepared for executive or management signatures for format, content, grammar, and spelling; make edits as necessary
- Assist with jobsite administration duties, such as timesheet completion, and any daily logs that need to be maintained
- Manage Kindergarten Early Entrance Testing applications, coordinate testing and send follow-up letters to stakeholders

- Update District brochures (individual schools, kindergarten, bussing, facts, etc.)
- Other duties as required

Work Conditions

- Operation of desktop computer and peripherals
- Extended periods of sitting
- Interaction with employees, management, and the public at large
- Working in a busy office environment with frequent interruptions
- Occasional overtime

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____