



School District #54 (Bulkley Valley)  
JOB DESCRIPTION  
SECRETARY 2 - CAREER PROGRAM  
Location: Secondary Schools

**SUMMARY:**

Reporting to the School Principal, the Secretary 2 – Career Program provides services to Career Teacher(s) and students; performs clerical, reception and bookkeeping services and ensures the efficient operation of the Careers office.

**DUTIES**

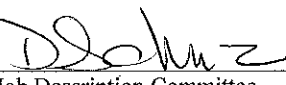
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, record keeping, expense claims, newsletters, typing routine and confidential correspondence, faxes
- Answers inquiries and provides assistance to students, teachers and the public
- Maintains student work experience files and enters data into the computerized work experience database
- Arranges career events for students and is a liaison between the school and employers
- Schedules student/employer interviews and meetings
- Collects cash, issues receipts and deposits funds
- Assists students with career software programs
- Organizes post secondary program information including creating and updating displays
- Prepares purchase orders and obtains approval for payment of invoices
- Maintains a sufficient level of supplies and materials for the department
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to manage the total office workload and develop and streamline procedures
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment


**QUALIFICATIONS:**

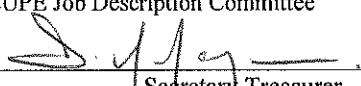
- Completion of Grade 12 (Dogwood Certificate)
- Six months current Office Administration training or equivalent combination of relevant training and experience
- Minimum of one-year current relevant office experience, preferably in a school environment
- Demonstrated exceptional skills and experience with communication technology, word processing (50 words per minute), database management and spreadsheet programs (e.g. Microsoft Office/SIS/e-Funds)
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5, BC Drivers' License and private vehicle and an exemplary driving record as demonstrated by a current driver's abstract
- Physical ability to perform the required duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

  
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CUPE Job Description Committee

  
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CUPE Job Description Committee

  
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Secretary/Treasurer