



## **JOB DESCRIPTION**

Salary Grade: 4 CUPE 1328
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Job Title:  
Clerical Assistant – Continuing Education

### **PRIMARY FUNCTION**

The primary function of this job is to provide clerical support for the Adult Education Department and the Senior Manager.

### **MAIN RESPONSIBILITIES**

1. Coordinates activities of the department by performing duties such as:
  - collecting Ministry Register and statistical summary forms from all the locations for the Adult Education programs (e.g. English as a Second Language, Citizenship, Literacy and Nursery etc.)
  - checking the accuracy of the information (e.g. timetables, course outlines, numeric figures etc.) on the register and summary for submission to the Ministry of Education
2. Provides clerical support to the department by performing, as required, such duties as:
  - sorting and distributing mail
  - responding to general telephone enquiries
  - recording monthly maintenance fee into the computer system
  - coordinating various mailings as required
  - keeping track of budget transfers
  - photocopying material (e.g. instructional materials, diplomas, tests, etc.) as required
  - preparing binders for Program Consultants and Instructors
  - updating binders, forms and procedures as required

- completing order forms as required
3. Provides assistance to the department secretary as necessary.
  4. Perform other related duties as assigned or required.

**SKILL**

- Secondary School Diploma with additional courses equivalent to 1 year post secondary, or equivalent
- 6 – 12 months related experience

**EFFORT**

- Complexity in ensuring information on the submission forms to the Ministry of Education is accurate. Complexity of the job is in organizing the clerical function of the department.
- 35% - 65% when maintaining records, filing etc.

**RESPONSIBILITY**

- Decision making in day to day processing of department programs i.e. maintaining and organizing files and records; keeping track of closures and openings of locations; timely completion of forms/documents for submission to the Ministry of Education. Independence of action in responding to enquiries.
- Errors made from lack of thoroughness in checking the accuracy of the information on the forms received from various locations would result in loss of grants. Errors in record keeping would hamper the efficient functioning of the department.
- Contacts within the Board, outside agencies and general public.

**WORKING CONDITIONS**

- Open office concept environment
- Stress from meeting deadlines; stress from multi-tasks demands; stress from dealing with the public