



## **JOB DESCRIPTION**

Salary Grade: 5 CUPE 1328
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**Job Title:**  
**Secretary – French Language**

### **PRIMARY FUNCTION**

The primary function of this job is to provide secretarial/administrative services to the department.

### **MAIN RESPONSIBILITIES**

1. Provides secretarial services for the immediate department by performing such duties as:
  - utilizing word processing software on computer to keyboard such material as correspondence, memos, letters, minutes, guidelines, handbooks/manuals, surveys etc.
  - utilizing established formats or creating new formats/setups, as necessary (e.g. flyers, forms)
  - composing routine correspondence and/or composing correspondence from rough outlines provided by the supervisor
  - forwarding typed material, directing top printing and arranging for mailing, as necessary
  - responding to general telephone enquiries and taking messages for staff and channelling to proper person
  - maintaining appointment and meeting schedule, re-scheduling to accommodate individuals, booking rooms, preparing materials, and advising all concerned (e.g. department heads, immersion principals, monitors, pilot project teachers etc.)
  - utilizing shorthand/Dictaphone as necessary
2. Coordinates activities for the department by performing duties such as:

- liaising with principals, staff, parents and Ministry, and performing clerical/secretarial duties to enable the smooth processing/operation of programs (e.g. organizing the annual contest for Concours d'art oratoire; organizing all materials needed for the French Immersion Parent's Information night; organizing workshops etc.)
  - assisting the coordinator with French teachers' transfers
  - maintaining computer and physical files by updating data (e.g. lists of teachers and department heads with details such as by region, school, courses; status of teachers such as transfers, leaves and new placements etc.)
  - providing statistical reports as required by utilizing established formats and accessing required information
  - keeping all parties advised of matters by forwarding copies of material and/or sending letters and/or telephoning (e.g. all information regarding annual contest for Concours d'art oratoire – forwarding contest rules, updating location and dates, participants and sending information to all schools)
3. Provides administrative support to the department by performing duties, as required, such as:
- maintaining attendance and vacation records
  - sorting and distributing mail
  - preparing cheque requisitions, petty cash vouchers, and purchase order requisitions, as necessary
  - keeping track of budget amounts in different account numbers, as required
  - photocopying material as required
  - maintaining filing and follow up day systems as necessary
  - utilizing appropriate computer software to provide secretarial services (e.g. SAP, SEMS, TIP etc.
  - coordinating various mailings as required
4. Assists other secretaries during peak workload or their absences.
5. Performs other related duties as assigned or required.

**SKILL**

- 2 year community college diploma or equivalent.
- 1 – 2 years related experience.

**EFFORT**

- Complexity of the job is in effectively coordinating various activities, recognizing variations in process and adjusting in a bilingual environment to ensure efficient completion. Scheduling and prioritising work.
- Visual concentration and manual dexterity required when using computer (65 – 90%). Physical exertion, when filing or handling supplies/equipment.

**RESPONSIBILITY**

- Decision making generally in the day to day processing of department programs i.e. keeping track of budget amounts for both French section and Social Studies and transfer of funds; responding to inquiries from parents and teachers; assisting in projects and meetings.
- Errors would result from the lack of thoroughness in following the outlined activities/procedures when processing/performing information/duties. Errors would result in upsetting parents and teachers. Errors in budget accounts would cause inconvenience. Errors when relating to public could adversely impact public image.
- Contacts within the Board, parents, French community, suppliers, outside agencies and general public for exchange of information.

**WORKING CONDITIONS**

- Open office concept environment.
- Stress from deadlines and dealing with parents of both English and French community. Stress from high volume of workload. Stress from performing duties for several staff; stress from accommodating multi-tasks.