



## **JOB DESCRIPTION**

Salary Grade: 5 CUPE 1328
---------------------------------

**Job Title:**

**Secretary – Systems Initiatives/Staff Development**

### **PRIMARY FUNCTION**

The primary function of this job to provide secretarial/administrative services to the department and Catholic Teachers' Centre.

### **MAIN RESPONSIBILITIES**

1. Provides secretarial/administrative services to the various administrative staff in the department and Catholic Teachers' staff by:
  - utilizing word processing software to keyboard letters, memos, reports, notices for bulletins, agendas, presentation booklets, resource material, certificates by established formats or designing new formats as required
  - forwarding typed material to graphic artist for formatting/printing (e.g. Sexual Harassment Policy & Guidelines; Antiracism and Ethno cultural Equity – Policy Guidelines)
  - arranging typed material for printing and distributing as required
  - composing correspondence as required
  - assisting in preparation of reports for Education Council by formatting the information in a clear, concise and accurate manner
  - arranging meetings by advising members; booking rooms and parking; preparing and distributing handouts and agendas; arranging for A.V. equipment, preparing overheads; and taking minutes etc. as required
  - maintaining appointment and meeting schedules
  - responding to and referring inquiries of sensitive and confidential nature from outside agencies, teachers, parents, Catholic School Advisory Council members, students, Board personnel to appropriate departments for assistance

- maintaining filing and follow up systems of all correspondence and activities of the relevant departments, as necessary
2. Assists the relevant departments in the organization of inservices/courses/workshops, community events, celebrations, days of reflection and retreats by:
- scheduling of dates, preparing the bulletin notices, booking meeting rooms and parking, securing permits, arranging A.V. equipment and preparing materials (e.g. ordering binders, bibles etc.)
  - receiving application/registration forms and cheques for payment of courses
  - maintaining participants' lists
  - arranging inscription of certificates or preparing and typing of certificates of completion as required
  - arranging for refreshment, e.g. breaks, lunch, dinner, as required
  - sending reminders of closing dates for conferences, deadlines for submissions of applications, bulletin notices or special events etc.
3. Provides administrative support to the department by performing such duties, as required, by:
- maintaining vacation and attendance records
  - tracking SEMS absence code and cross referencing sign-in sheets for employees attending EQAO inservices for the purpose of recovering the supply costs from EQAO and follow up any miscoding, as necessary
  - processing billings, checking all information and acting on inconsistencies, processing payment, as required
  - tracking budget amounts of the accounts and invoices, as required
  - preparing purchase order (e.g. for resource materials, printing orders) and cheque requisitions, petty cash vouchers
4. Performs any other duties as assigned or required

**SKILL**

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

**EFFORT**

- Complexity of this job is in the effective and timely completion of responsibilities particularly the different tasks that need to be done for the various departments. Complexity in determining the appropriate personnel to refer to for the incoming calls which are highly confidential and sensitive.

- Visual concentration and manual dexterity required when using computer terminal (65%+). Physical exertion when filing or handling supplies.

## **RESPONSIBILITY**

- Decision making generally in the day to day processing of department activities i.e. responding accurately to general queries; following of procedures when coordinating the organization of events; planning and organization the of publications for system wide distribution.
- Errors in the performance of duties when coordinating the organization of activities could result in inconvenience to others; errors in mishandling confidential information could result distress to others; errors result from the lack of thoroughness in tracking absence coding would result in loss of time to correct error and financial loss
- Contacts with staff, external agencies and general public for exchange of information.
- Exposure to confidential matters.

## **WORKING CONDITIONS**

- Open office concept environment
- Stress from meeting deadlines. Stress from performing duties for several staff. Stress from frequent interruptions