



OUT OF SERVICE JOB POSTING

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

JOB POSTING U0-021

CLOSING DATE: March 12, 2010

SECRETARY II

CONTINUING EDUCATION

SCHOOL OF TRADES AND TECHNOLOGY

Note: This is a **full-time term** position, starting approximately March 17, 2010 up to and including May 28, 2010, and is expected to be located at Interurban Campus. Hours of work are Monday to Friday, 8:00 am to 3:30 pm (35 hours per week).

GENERAL STATEMENT

Under the general direction of a supervisor, but with minimal supervision, performs a wide range of organizational and secretarial duties which may involve confidential materials and may require dealing with sensitive issues and a multi-cultural clientele. May require working in an independent office with the supervisor being readily available. May provide training and work guidance to others.

TYPICAL DUTIES

- Performs clerical duties such as keyboarding, basic editing, reception, photocopying, arranging meetings, ordering supplies, mail distribution, phoning, etc.
- Answers inquiries which require a good understanding of regulations and services offered.
- Establishes timelines and priorities for tasks.
- Completes complex special projects independently which may require the use of data base and spreadsheet software.
- Completes complex administrative forms which require cross checks for compliance with regulations and accuracy.
- Keeps departmental records; this may involve keeping several inter-related records and cross-checking for accuracy.
- Composes replies to correspondence.
- Attends meetings and takes minutes.
- Establishes and maintains files pertaining to the department(s) concerned.
- Maintains security of sensitive and confidential documents and files.
- Where required, uses a cash register; receives codes and receipts cash and cheques; balances cash to cash receipts and completes required cash reports.
- Performs other related duties of similar scope and complexity.

QUALIFICATIONS

Grade 12 plus secretarial certificate, with 2 years of related experience or equivalent combination of education and experience. Advanced word processing skills essential. Ability to use MS Office at the advanced level; requires knowledge of spread sheets and data base applications. Must be able to maintain confidentiality. Must be able to relate well with the public, students and College staff.

Additional requirements as determined by department:

Ability to work effectively with second-language speakers or have lived in a second language environment or culture. Knowledge of BC aboriginal educational issues or experience working with aboriginal organizations.

SALARY: Pay Grade 6, \$20.63 to \$21.97 per hour (JE 333)

REPLACES: C. Saunders

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