

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Office Assistant

SUMMARY

Under the supervision of the Office Supervisor performs routine office clerical duties.

DUTIES

- Processes incoming and outgoing mail
- Answers, screens and refers inquiries
- Provides photocopying and distribution services
- Ensures that copy machines remain operational (clearing jams, adding toner, etc.)
- Operates computer based equipment
- Types routine correspondence, provides data entry services
- Maintains filing system (updating index, creating, updating and forwarding files, etc.)
- Maintains stock of office supplies and specialized forms
- Collates general information as required
- Provides switchboard relief
- Assists other office staff as required
- Picks up supplies on a periodic basis

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- One year related experience and specialized skills (Word, Database)
- Minimum word processing speed of 40 W.P.M.
- Valid B.C. Class 5 Driver's License
- Working knowledge of basic computer software and hardware
- Working knowledge of general office procedures

** Or an equivalent combination of training and experience.*

DATE

November 2016