

**SCHOOL DISTRICT NO. 63  
(SAANICH)****JOB DESCRIPTION****CLASSIFICATION**

Clerical

**POSITION**

District Office Receptionist

**SUMMARY**

Under limited direction of the Office of the Superintendent, provides office reception as well as and Human Resources and Finance administrative support in the district office.

**DUTIES**

- Answers, screens and refers inquiries, addresses when possible and/or takes messages from parents, students, educators and public using a multi-line switchboard
- Provides reception services for the district office and acts as a contact for assistance/maintenance of the district office phone and voice mail system
- Liaises with parents and answers inquiries about student registration
- Coordinates, processes and tracks student registrations for on-line and walk-in registrations
- Coordinates, tracks and processes documentation for new CUPE hires, including payroll and benefits and health and safety
- Processes Student Incident report forms and processes updates for the Policy Manual and CUPE job description manuals
- Receives forms and information from employees regarding changes in demographic information and employee benefits
- Enters, tracks, maintains and verifies employee demographics, criminal records checks for staff and volunteers, assignments, certificates, qualifications, etc. in the HRIS.
- Receives and distributes all mail and courier deliveries
- Processes all outgoing mail and maintains the district postage machine
- Receives and processes student transcript requests, including payments and receipts
- Maintains student transcripts, archives records, checks for accuracy, adds to master list and organizes external company for document records pick-up to ensure their security
- Provides assistance with distribution of publications and information to schools
- Processes orders, maintains inventories and distributes all office supplies
- Maintains the petty cash fund, including; cash receipts and disbursements
- Collects fees, posts all POS transactions, online payments, cash and cheques and balances daily POS tapes weekly and submits balanced batches to Finance
- Processes and maintains Purchasing Card transactions, codes employee statements online and submits completed statements and receipts to Finance in accordance with guidelines
- Orders supplies and places service calls for office equipment maintenance
- Updates notice message board on a daily basis
- Maintains phone lists and distributes to staff
- Composes, edits and produces communications as appropriate (e.g. newsletters, memos, personal correspondence, email and board preparations)
- Receives and processes payments as required
- Performs basic tasks in accounting and human resources in support of those departments

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

## QUALIFICATIONS

- Grade 12
- Certificate in Office Administration
- Two years office administration experience with at least one year of experience in Human Resources, Accounting and/or a school/district office environment
- Minimum word processing speed 50 w.p.m.
- Proficient in the use of Microsoft Office Suite (eg. Excel, Powerpoint, Word, Outlook)
- Working knowledge of human resources practices and procedures
- Working knowledge of accounting and general office procedures
- Demonstrated effective interpersonal and communication skills
- Excellent customer service skills
- Ability to effectively deal with conflict and clients who may be challenging, by phone or in-person
- Demonstrated ability to multitask a number of varied responsibilities
- Ability and aptitude to work with detail, precision and accuracy
- Demonstrated ability to compose effective business correspondence.
- Demonstrated ability to multi-task and work independently; taking initiative and discretion in determining priorities in an office environment with regular interruptions and tight time pressures.
- Demonstrated problem solving and organizational skills.
- Valid BC Class 5 Driver's Licence

*\* Or equivalent combination of training and experience*

## DESIRABLE SKILLS

- Knowledge of district policies and procedures
- Ability to maintain the confidentiality of sensitive information as it relates to school district operations, including student and staff information
- Ability to work independently as well as part of a team

## DATE

March 2022

February 2008

February 2019