

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
School Receptionist - (Clerk III)

SUMMARY

Under minimum supervision performs reception, typing and record keeping duties in a school using a computerized system.

DUTIES

Under minimum supervision:

- Answers, screens and refers inquiries or takes messages by telephone and in person.
- Performs general typing duties from copy.
- Inputs data for student statistical information; produces reports.
- Registers students; sets up and updates student files.
- Keeps daily student attendance records; calls parents to verify absences.
- Orders and receives materials and office supplies.
- Keeps petty cash records.
- Books school facilities for public organizations.
- Administers minor first aid to students.
- Receives, sends and distributes mail.
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12.
- Typing speed of 40-60 wpm.
- Working knowledge of basic computer software and hardware.
- Working knowledge of record keeping and general office procedures.
- Or equivalent combination of training and experience.

RELATIONSHIPS

- Responsible to school principal.

APPROVED: March 22, 1991