

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

**JOB DESCRIPTION**

**CLASSIFICATION**

Clerical

**POSITION**

Office Assistant

**SUMMARY**

Under minimum 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 Drivers License
- Working knowledge of basic computer software and hardware
- Working knowledge of general office procedures

\* Or an equivalent combination of training and experience.

**DATE**

September 1996

June 2000