Job No. 38

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