

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: OPERATIONS STENOGRAPHER

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization, accounting, secretarial and clerical functions of the operations department, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Valid British Columbia Driver's license.
3. Minimum one year's Accounting Certificate or equivalent course and/or work experience.
4. Minimum of one year's Office Administration Certificate or equivalent course work from an accredited institution.
5. Minimum keyboarding speed 55 w.p.m.
6. Minimum one year's experience in computer skills using word processing, spread sheets and database.
7. Minimum of two years' previous clerical experience.
8. Auto Cad – minimum 1 year's experience.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Develop effective work methods to handle assigned tasks.
3. Be self-directed, flexible and work independently.
4. Maintain confidentiality.
5. Work under pressure (e.g. multi-task and meet deadlines).
6. Work with disagreeable and/or hostile conditions from time to time.
7. Operate and maintain office equipment related to the position.
8. Identify and apply a wide range of mathematical and statistical concepts.
9. Complete specialized and technical reports (work request system development).
10. Understand, interpret and apply Ministry guidelines and technical manuals.
11. Solve problems related to the position.
12. Apply strong organizational skills.
13. Keep current with all codes and regulations pertaining to the position.
14. Produce, change, and develop building plans and drawings.

RESPONSIBILITIES AND DUTIES:

1. Responsible for the organization and function of daily operations.
2. Meet required deadlines.
3. Assist in the maintenance of various safety programs, such as first aid, fire drills, crisis response and WCB.
4. Provide guidance, instruction and direction to staff, contractors and consultants.
5. Prepare routine and confidential correspondence from oral or written instruction and on own initiative.
6. Responsible for tasks related to accounting, budgeting and purchasing of supplies and services.
7. Maintain and update digital security control system (Access Codes).
8. Schedule and track employee vacation.
9. Perform other job related duties.