



Job Title	<b>Office Clerk</b>
Department	Designated School
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 35 / week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Principal/Designate, the Office Clerk is primarily responsible for purchasing (school based operating accounts); also works as a member of a team, under the direction of the Head Secretary, to ensure the timely resolution of general district requirements, using both computerized and manual systems, in accordance with applicable acts, regulations, policies and procedures.

## TYPICAL DUTIES

- maintains supply catalogues/order forms; receives, obtains clarification as required and consolidates school based operating accounts orders; sources product and price as required; obtains authorization and submits requisitions to purchasing; verifies goods received and distributes or stores; submits receiving report/ packing slip to accounts payable; arranges return of incorrect shipments; liaises with accounts payable re adjustments, deletions, cancellations; monitors balances; participates in reconciliation of school cost center report (i.e. confirm accuracy of codes)
- responds to routine telephone/counter inquiries from students, staff, parents, community, etc. on various school matters; relays messages; directs visitors; issues late slips; ensures students sign in/out
- performs a variety of administrative tasks such as: receives, records, issues receipts for student fees and updates student fees spreadsheet; assists with the establishment and maintenance of individual student record files; compiles reports

- operates standard office equipment including computer (word processing, student information system, accounting package, spreadsheets), typewriter, calculator, PA system, telephone, facsimile, laminator, photocopiers; performs minor maintenance (e.g. cleaning, toner) and/or contacts vendor
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

**ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- completion of grade 12 or equivalent including basic courses in personal computers (word processing, databases, spreadsheets)
- up to and including 3 months on-the-job experience

REVIEWED BY

*Title*

APPROVED BY

*Title*