

Job Description/Specification

Identification	J0260	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	General Administrative Support	FORMER TITLE/DEPARTMENT: N/A
DIVISION/DEPARTMENT:	Executive Offices	PAY GRADE: 4
SUPERVISOR'S TITLE:	Assistant Executive Director	DATE APPROVED: May 20, 2021

Function and purpose (a)

The General Administrative Support, Executive Offices position is assigned to complete various administrative support on behalf of the Federation as needed. This can include preparation and filing of documents, assisting in the co-ordination and preparation of various BCTF meetings, conferences, and events and responsibility for action, discussion, and verbatim note and minute taking at BCTF governance and other proceedings as assigned by the Assistant Executive Director.

Principal duties and responsibilities (a)

1. Records, edits, and files notes, minutes and transcripts in accordance with BCTF document management standards using action, discussion, and verbatim form, for BCTF meetings, events and proceedings.
2. Verifies accuracy of documents and transcripts by checking copies against original records of proceedings and accuracy of rulings by checking with proceeding chairperson/s.
3. Proofreads, edits, and prepares documents, minutes and transcripts for sign-off by proceeding chairperson/s and filing of appropriate record.
4. Supports the co-ordination of BCTF meetings, conferences, and events as needed. May include participating in planning teams and the booking of meeting spaces, co-ordinating of materials and technology, document preparation and arranging for physical meeting needs.
5. Duties include confidential shredding, data entry, word processing, Excel spreadsheets, proof-reading, photocopying, physical and electronic filing in accordance with official BCTF Records requirements, taking phone messages, and providing routine information both in person and on the phone.
6. Other general duties as assigned by the Assistant Executive Director.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Three years progressively responsible secretarial experience with the Federation or with a similar institution.

Excellent grammatical, typing, and proofreading skills.

Excellent minute-taking skills in action, discussion and verbatim form.

Demonstrated high degree of communication skills involving tact and diplomacy is also required.

Education and training (c)

Completion of secondary school (Grade 12) including or supplemented by secretarial or business courses.

Certification of minute-taking speed (via keyboarding/speed-writing/shorthand) at 100 wpm or more.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures. Physical/emotional environment during bargaining may be variable. Working off-site will be required when bargaining sessions take place away from the BCTF building.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff and members are required to obtain/transmit or exchange information and data and to explain or clarify information.

During committee meetings, local president's meetings, zonal meetings, bargaining sessions and other BCTF proceedings, contacts will include BCTF leadership, local executive members, members of the BCTF Bargaining Committee, and representatives of the employer, BC Public School Employees' Association.

Work is of a highly confidential nature that often deals with personal information. During bargaining, the confidentiality of negotiating sessions is paramount.

Machines, equipment and work aids used

Computer and related software, telephone, voicemail, photocopier, fax machine, calculator, and printers.

Positions supervised (e)

None.

Physical and/or mental effort (f)

This position is subject to the continual stress of processing large volumes of work requiring a high degree of accuracy and confidentiality under the pressure of critical deadlines.

Working conditions (g)

Exposure to video display screen glare when operating the computer terminal. Overtime may be required to handle heavy workloads several times during the year. Flexibility will be required to match hours of work and worksite to negotiating schedule. Ergonomic and other aspects of working conditions may vary according to location of bargaining sessions.