

## Job Description/Specification

<b>Identification:</b>	<b>J0453</b>	<b>TFEU/BCTF Joint Salary Committee Decisions</b>
<b>JOB/POSITION TITLE:</b>	FSD Administrative Secretary	<b>FORMER TITLE/DEPARTMENT:</b> BRG Admin Secretary
<b>DIVISION/DEPARTMENT:</b>	FSD Division	<b>PAY GRADE:</b> 3
<b>SUPERVISOR'S TITLE:</b>	FSD Supervisor	<b>DATE APPROVED:</b> April 27, 2009

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### Function and purpose (a)

To provide secretarial and clerical assistance to the director and/or assistant directors in the Field Services Division; to assist in the distribution of bargaining information; to perform administrative duties necessary for meetings, conferences, zone meetings and field service of divisional administrative staff.

### Principal duties and responsibilities (a)

1. Types, proof reads from rough draft, and disc, correspondence, job sheets, letters, manuscripts, memos, minutes, contracts, divisional handbooks.
2. Performs secretarial and clerical duties for administrative staff. Duties include word processing, proof reading, photocopying, maintaining files and databases, making travel arrangements, taking phone messages, and providing various information to callers, internal mail distribution.
3. Accesses email, voice mail and fax machine daily. Duties include word processing, proof reading, sending and receiving messages via email and fax and determining relevance of messages for immediate distribution to appropriate administrative staff.
4. Organizes and attends meetings and conferences, arranges for travel, makes hotel reservations, reserves meeting room space, orders coffee and lunches. Types leave of absence forms and all appropriate materials for inclusion in kits for members attending the meetings and conferences. Files and maintains current listings of materials in divisional library.
5. Responsible for the input and continual updating/maintenance of an Enterprise Connect database for the purpose of tracking grievance arbitration information.

6. Maintains current copies of collective agreements. Copies and distributes to staff and members as per requests.
7. Operates computer for word processing and email messaging, processing leave of absence forms and to key in enquiries, and data for the maintenance of mailing lists (chair people and committee members) and to obtain printout of same, retrieve information from BCTF membership system.
8. Provides secretarial support services to divisional staff due to absence of other support staff.

## **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. Must have excellent grammatical, typing, proof reading and communication skills.

### **Education and training (c)**

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

### **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.

## **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 are required to obtain/transmit or exchange information and data and to explain or clarify information.

Contacts and relationships with persons external to the Federation office involve exchanging and receiving information with members of the various committees, students, the public, the media, other unions, local offices, BCPSEA, universities, community colleges, airlines, hotels, caterers, school board offices, and teachers.

### **Machines, equipment and work aids used**

Telephone, voice mail, photocopier, calculator, computer, laser printer, smart label printer, meeting maker program, FAX machine, QRMS printer, Microsoft Office 2007 suite of products.

### **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 under the pressure of critical deadlines. Some lifting is required.

### **Working conditions (g)**

Exposure to a video display screen glare when operating the computer terminal. Overtime may be required to handle heavy workloads with critical deadlines several times during the year.

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