



#### Job Situation

Working in a busy high school with 5 other support staff,

#### Weekly Hours of Work

40

#### Overtime

0

#### Monthly Salary

\$2,300

#### Student Loan – Owing

0

#### Student Loan – Monthly Payment

0

#### Duties

In charge of attendance and detentions. Prepare correspondence. Answer telephones and emails. File and prepare documentation

#### Prospects

Senior Secretary. Executive Assistant. Administrative Assistant

#### Job Title

Secretary

#### National Occupational Classification (NOC)

1241

#### Job Description

The secretary is the very center of the very fast paced high school world. Several of the teachers and other staff have said several times that if it weren't for you and your coworkers they wouldn't have survived! You put organization in the chaos and everyone thanks you for it.

Your day starts with a coffee at your desk listening to all the messages left from parents. Calling in sick, late, doctor's appointments ... the list goes on and on. As you are entering all that into the data base for approved absences the phone starts ringing off the hook. Parents who forgot to call in the night before are now in a rush. Dealing with them quickly and politely is your forte you have everyone happy in a jiffy.

Next you have to deal with the actual population of the school; the kids. You just love them always happy to see you and most of the time in a good mood. You get the occasional kid sent to the office but that is no sweat you easily handle that. You tell them to wait patiently and that the principal will be with them soon. You always make sure to give them a reassuring smile. Another kid comes in and needs to call his parents and yet another comes in having forgotten his lunch.

Most of your day is spent on the computer making sure the school system is running smoothly; this is where your computer training and knowledge comes into play. You fly through all the complicated data entry and mouse clicking like there is nothing to it. Leaving some of the other secretaries wondering just how you do it.