



CUPE 4195 JOB POSTING #44-09/10

SECRETARY II

CURRENT LOCATION: Carlton Comprehensive High School

POSITION: Permanent Full Time

STARTING DATE: As mutually agreed upon.

POSTING DATE: March 10, 2010

CLOSING DATE: March 16, 2010 by 4:30 p.m.

HOURS OF WORK: 7 hours per day/35 hours per week

SALARY: Year 1 - \$19.66 per hour
Year 2 - \$20.24 per hour
Year 3 - \$20.89 per hour

REQUIREMENTS FOR THE POSITION:

- Possess a Grade 12 education.
- Minimum of one year secretarial training at a recognized institution as recognized by the Board of Education.
- Superior knowledge in business English, spelling, and punctuation.
- Knowledge in basic accounting practices.
- Knowledge in the operation of equipment: such as: photocopier, fax, telephone/switchboard, mailing machine, intercom, scanner and computer.
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- Proficiency in the operation of computers and extensive knowledge of Microsoft Word, Access and Excel.
- Minimum typing speed of 65 wpm (*must provide certificate of proof*).
- Ability to problem solve data processing issues.
- Ability to be creative and flexible in reacting to emergent or unexpected circumstances.

SUBMIT APPLICATIONS TO: Dianne Birkeland, Administrative Secretary,
Human Resources Department
Fax: 763-4460

Applicants must submit a separate application for each competition. Please follow the application procedure as outlined on our website at <http://www.srsd119.ca/srsdcareersfiles/supportstaffapplication.html>.

C: Dot Stewart, President, CUPE Local 4195; Bus Maintenance Facility; Maintenance Centre; Education Centre.