

SECRETARY 1

CURRENT LOCATION:	King George Public School <i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i>
POSITION:	Permanent Full Time
START DATE:	As mutually agreed upon.
POSTING DATE:	August 14, 2018
CLOSING DATE:	August 21, 2018 by 12:00 noon, or until a suitable candidate can be found.
HOURS OF WORK:	7.0 hours per day/35.0 hours per week
SALARY:	<u>Effective August 1, 2018:</u> Year 1 - \$23.44 per hour Year 2 - \$23.87 per hour Year 3 - \$24.48 per hour

REQUIREMENTS FOR THESE POSITIONS:

- Grade 12.
- At least one year of Office Education or secretarial training from a post-secondary institution acceptable to the Board.
- Minimum typing speed of 65 wpm with an error rate of 2% (6 words or less) (certificate of proof required).
- Extensive knowledge of business English, spelling, and grammar.
- Knowledge in basic accounting practices.
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- Knowledge of and ability to operate office equipment.
- Knowledge of and ability to operate within Board policies and procedures.
- Ability to maintain accurate records and documentation and provide recommendations to administrative and professional staff.
- Ability to understand and carry out oral and written instructions.
- Excellent listening skills and ability to maintain a positive attitude.
- Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and organizational skills to ensure quality of work meets expected standards.
- Communicate in a courteous and respectful manner with students, staff, and the general public.
- Be a contributing team member of the school administrative team and as a staff member.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999