

## **SUBSTITUTE SECRETARIES**

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| <b>CURRENT LOCATIONS:</b> | Various – Urban and Rural<br><i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i> |
| <b>POSTING DATE:</b>      | August 17, 2020  |
| <b>CLOSING DATE:</b>      | Applications will be received on an on-going basis.  |
| <b>HOURS OF WORK:</b>     | Varied hours and frequency (on an “as needed” basis).  |
| <b>SALARY:</b>            | \$23.91 per hour   |

### **REQUIREMENTS FOR THIS POSITION:**

- 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.
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

### **QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:**

Human Resources  
Saskatchewan Rivers Public School Division  
545 – 11<sup>th</sup> 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](https://www.srsd119.ca/?page_id=4999)*

***Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.***