

SECRETARY I / LIBRARY ASSISTANT

CURRENT LOCATION: East Central Public School
POSITION: Temporary Full-Time

STARTING DATE: September 15, 2025 or as mutually agreed upon
ENDING DATE: June 26, 2026, or upon return of employee on leave

POSTING DATE: September 3, 2025
CLOSING DATE: September 8, 2025 by 1:00 pm

HOURS OF WORK: 3.50 hours per day – Secretary I
 3.25 hours per day – Library Assistant
 (Total 33.75 hours per week)

SALARY: Year 1 - \$25.44 per hour
 Year 2 - \$25.91 per hour
 Year 3 - \$26.56 per hour

**Rates may change once new CUPE Local 4195 Agreement is in effect*

REQUIREMENTS FOR THE POSITION:

SECRETARY 1:

- 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.
- Ability to fulfil any and all duties as outlined in the job description.

ADDITIONAL REQUIREMENTS FOR THE LIBRARY ASSISTANT PORTION OF THIS POSITION:

- Previous library training or experience would be an asset.
- General knowledge in the operation and basic maintenance of automated library systems.
- Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- Ability to apply the Dewey decimal classification systems and Sears subject heading schemes.
- Ability to establish and maintain effective working relationships with all staff, students and the public exercising excellent interpersonal and communication skills.
- Ability to prioritize multiple demands.

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

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