

CUPE 4195 JOB POSTING #23-21/22

SECRETARY 1

(Multiple positions)

CURRENT LOCATION: Ecole Vickers Public School and in the City of Prince Albert and Surrounding Area
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)

POSITION: Temporary Full-Time (1.0) and Temporary Part-Time (.50)

STARTING DATE: TBD

ENDING DATE: June 30, 2022

POSTING DATE: November 23, 2021

CLOSING DATE: November 26, 2021 by 1:00 pm, or until a suitable candidate can be found

HOURS OF WORK: Temporary Full-Time (1.0): 7.0 hours per day/35 hours per week
Temporary Part-Time (.50): 3.50 hours per day/17.50 hours per week

SALARY:
Year 1 - \$24.27 per hour
Year 2 - \$24.71 per hour
Year 3 - \$25.34 per hour

REQUIREMENTS FOR THE 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 – 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

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.