

## **SECRETARY 1**

**CURRENT LOCATION:** Education Centre, and/or other locations to be determined  
*(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)*

**POSITION:** Permanent Full-Time

**STARTING DATE:** April 17, 2025, or as mutually agreed upon

**POSTING DATE:** March 5, 2025

**CLOSING DATE:** March 10, 2025, by 1:00 pm, or until a suitable candidate can be found

**HOURS OF WORK:** 7.0 hours per day/35 hours per week

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

### **REQUIREMENTS FOR THE POSITION:**

- Grade 12 couple with 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)
- Experience using and maintaining the Insignia (L4U) program would be considered an asset
- Experience using MSS and Edsby would be considered an asset (Edsby replaced Students Achieve)
- Ability to design and prepare specialized documents, brochures and pamphlets used for marketing purposes
- Proficient in Securly System, Apple School Manager, and iPad restoration
- Proficient with SRPSD Reporting Service and Report Manager
- Extensive knowledge of business English, spelling, and grammar and basic accounting practices
- Demonstrated knowledge of methods and procedures used in maintaining an office
- Proficient in the operation of computer systems and be able to work on a variety of software applications currently used in the school division
- Demonstrated ability to work independently, exhibiting a high degree of professionalism and strong organizational, communication and interpersonal skills
- Ability to multi-task in a fast-paced office environment
- 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
- In-depth knowledge of current technology and software relevant to this role's duties and responsibilities
- Coordinating equipment and supplies orders, dispatching, and tracking
- Communicate in a courteous and respectful manner with students, staff, and the general public
- Be a contributing team member of the Inclusive Learning 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
- Knowledge of and ability to operate within Board policies and procedures
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check
- Ability to fulfill any and all other duties as outlined in the job description

### **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)

**Only shortlisted applicants will be contacted.**

*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.*