

SECRETARY 1

CURRENT LOCATION: Carlton Comprehensive Public High School
and/or other locations to be determined
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)

POSITION: Temporary Full-Time

STARTING DATE: March 17, 2025, or as mutually agreed upon

ENDING DATE: June 27, 2025

POSTING DATE: March 7, 2025

CLOSING DATE: March 12, 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 coupled 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).
- Extensive knowledge of business English, spelling, grammar and basic accounting practices.
- Experience with online financial systems, including digital transactions, cash flow monitoring, and processing would be considered an asset
- Demonstrated knowledge of methods and procedures used in maintaining an office
- Proficient in the operation of computer systems and 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 required to meet expected standards
- 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.
- 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.
- 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 – 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

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.