

SECRETARY 1

- CURRENT LOCATION:** Prince Albert Collegiate Institute (P.A.C.I.) – **1 position**
Queen Mary Public School – **1 position**
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 (1.0)
- STARTING DATE:** August 19, 2025, or as mutually agreed upon
- POSTING DATE:** May 9, 2025
- CLOSING DATE:** May 14, 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

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

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 60 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.
- 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.