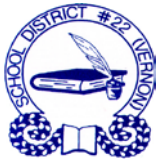


Please Post (Do not remove until closing date has passed)



JOB POSTING

School District No. 22 (Vernon)

NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

POSITION **School Secretary C – Computerized Admin.**

ASSIGNMENT **Kalamalka Secondary**
35 hours per week, 10.5 month position

Required Education and Experience:

- Grade 12 plus six (6) months of a post-secondary office or business administration certificate, including basic accounting courses equivalent to Okanagan College courses BAC11 and BAC12
- One year of recent successful experience in a school or district based position (or equivalent).

Required Knowledge, Skills and Abilities:

- Proven ability to communicate effectively and with courtesy, both orally and in writing, with students, employees and others.
- Keyboarding 40 wpm.
- Proven ability to operate the school district administrative computer package.
- Ability to follow standardized procedures/instructions with minor variation in work, referring problems to supervisor.
- Proven computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software
- Ability to maintain confidentiality

WAGE: PG5

SHIFT: School Clerical Employees

The above position is/will be effective as of February 11, 2021. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than January 22, 2021 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Applicants must demonstrate that they meet the education, experience, knowledge, skill and ability requirements for this position. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

January 15, 2021

Copy to: All Schools Transportation Services School Board Office
 Maintenance Services Successful Applicant File CUPE

NOTICE NO. 15

SecC-206