

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 B – Office**

**ASSIGNMENT**            **Alternative Learning Program**  
20 hours per week, 10 month position

---

**Required Education and Experience:**

- Grade 12
- Nine (9) months recent successful experience in a secretarial position, including working with computerized student information systems.
- Keyboarding 40 wpm.

**Knowledge, Skills and Abilities:**

- Proven ability to communicate effectively, both orally and in writing, with students, staff and others.
- Proven ability to operate the school district administrative computer package.
- Proven computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Ability to maintain confidentiality

**WAGE:**                    PG4

**SHIFT:**                    School Clerical Employees

**The above position is/will be vacant January 27, 2021. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than January 26, 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 20, 2021

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

**NOTICE NO. 18**

SecB-202