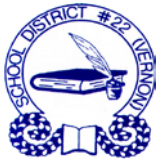


Please Post (Do not remove until closing date has passed)



## JOB POSTING

### School District No. 22 (Vernon) NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

**POSITION**                      **Secretary In Charge with Supervision**

**ASSIGNMENT**                **Hillview Elementary**  
35 hours/week, 10.5 month position

**\*\*Revised\*\***

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**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 BAC11 and BAC12.
- One (1) year recent successful experience in a school or district based secretarial position (or equivalent) which includes working with student computerized administration/registration programs.
- Keyboarding 40 wpm.
- Proven ability to operate the school district administrative computer package.
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.

**Knowledge, Skills and Abilities:**

- Ability to communicate effectively, both orally and in writing, with students, employees and others.
- Proven organizational skills.
- Proven supervisory skills.

**WAGE:**                      PG9

**SHIFT:**                      School Clerical Employees

**The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than October 29, 2020 at 2:00 p.m.** Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

October 22, 2020

Copy to: All Schools  
Maintenance Services

Transportation Services  
Successful Applicant File

School Board Office  
CUPE

Note: complete job description available on website: [www.sd22.bc.ca](http://www.sd22.bc.ca) under the District Menu

**NOTICE NO. 332**

Sec I/C Elem - 210