

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**            **Transportation Secretary**

**ASSIGNMENT**    **Board Office**  
20 hours per week, 10 month position – **Temp to June 30, 2021**

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#### **Required Education and Experience:**

- Grade 12 plus six (6) months of 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 to gain broad office experience including the proven ability to operate the school district administrative computer package.
- Keyboarding 40 wpm
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Proven ability to operate the School District administration computer package

#### **Knowledge, Skills and Abilities**

- Proven ability to communicate effectively, both orally and in writing, with employees and the public
- Proven organizational skills
- Proven ability to work independently and unsupervised and effectively troubleshoot and manage daily objectives and deadlines while maintaining confidentiality
- Demonstrated ability to prioritize and problem solve in emergency situations
- Incumbent needs to display the ability to be self-directed and self-motivated

**WAGE:**            PG 6

**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 November 3, 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 27, 2020

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

**NOTICE NO. 342**

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