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JOB POSTING

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

POSITION **District Secretary - Transportation**

ASSIGNMENT **Board Office**
20 hours per week, 10.5 month position

Required Education and Experience:

- Grade 12 plus six months of a post-secondary Accounting, Office Administration, or Business Management 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 computer package and keyboarding skills.
- 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 transportation computer package

Knowledge, Skills and Abilities

- Proven ability to communicate effectively, both orally and in writing, with employees, students 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: Monday to Friday 12:30pm – 4:30pm

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 December 8, 2021 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.

December 2, 2021

Copy to: All Schools- Transportation -School Board Office -Maintenance Services- CUPE

Note: complete job description available on website: www.sd22.bc.ca under the Human Resources Menu

While all applicants will be considered, preference will be given to qualified applicants who self-declare Indigenous ancestry.

NOTICE NO. 346

251-Dist Sec Trans