

Job Posting: Posting Detail

Posting: S17030      Description: School Secretary 1 Records  
Start Date: 25-Sep-2017      End Date:  
Closing Date: 21-Sep-2017

Position	Location	Category Assignment Type	Hours	Rate of Pay
School Secretary 1 Records	<u>Ladysmith</u> <u>Secondary</u>	Continuing Posting Type	30.0000	23.0400

- **Hours:** 30 per week while regular classes are in session
- **Wage Rate:** Level 7 as per the Classification and Wages Schedule of the current Collective Agreement.
- **Hours of Work:** To be arranged with **Supervisor**.
- **Probationary/Trial Period:** When applicable, there will be a three (3) month probationary/trial period.

Please refer to the Job Description on the SD website:

<http://www.sd68.bc.ca/edocuments/Human Resources/support /jobdescriptions /default.htm>

**APPLICANTS - PLEASE NOTE: It is YOUR responsibility to:**

- Ensure that all relevant information that you wish to be considered (e.g. resume, letters of reference, current proof of keyboarding skills, etc.) is emailed to [HRSUPPORT@SD68.BC.CA](mailto:HRSUPPORT@SD68.BC.CA) or dropped off at DAC prior to posting closing date.
- Ensure you have received an electronic confirmation number if applying ON-LINE.
- Ensure that your application form HR-APP-002 (available on-line) is received and date-stamped by Human Resources Department, if submitting a hard copy.
- Submit a separate application form for EACH posting and note the posting number.

**Testing may be required in order to determine that an applicant meets the posted qualifications.**

**Only applicants appointed will be individually notified of posting results.**

**The name of the successful applicant will be published on the Competitions Results notice.**

**This is an internal posting available only to members of CUPE Local 606.**