

Job Posting: Posting Detail

Posting: S17037 **Description:** School Secretary 1 Records
Start Date: 08-Jan-2018 **End Date:** 30-Jun-2018
Closing Date: 01-Dec-2017

Position	Location	Category	Assignment Type	Hours	Rate of Pay
School Secretary 1 Records	<u>Career Tech Centre</u>		Temporary Posting	35.0000	23.6000

- **Hours:** 35 per week while regular classes are in session.
- **Additional Information:** Career Tech Centre is located at John Barsby.
- **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](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 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.