

Job Posting: Posting Detail

Posting: S18005

Description: School Secretary 2

Start Date: 27-Aug-2018

End Date:

Closing Date: 19-Apr-2018

Position	Location	Category	Assignment Type	Hours	Rate of Pay
School Secretary 2	Cilaire Elementary		Continuing Posting Type	30.0000	25.2200

- **Hours: 30** per week for up to the equivalent number of days represented by 44.2 weeks, to be worked commencing 5 working days prior to school opening in September and ending 5 working days after the school closes in June.
- **Wage Rate:** Level **10** 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 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.