

Job Posting: Posting Detail

**Posting:** S18036

**Description:** School Secretary 1 Records

**Start Date:** 04-Sep-2018

**End Date:**

**Closing Date:** 24-Aug-2018

Position	Location	Category	Assignment Type	Hours	Rate of Pay
School Secretary 1 Records	<a href="#">Dover Bay Secondary</a>		Continuing Posting Type	35.0000	23.9300

- **Hours:** 35 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](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.**