Job Posting: Posting Detail

Posting:	S19080	**Description:**	School Secretary 3
Start Date:	27-Nov-2019	**End Date:**	03-Jul-2020
Closing Date:	26-Nov-2019		

Position	Location	Assignment Type	Hours	Rate of Pay
School Secretary 3	**Dover Bay Secondary**	Temporary	35.00	27.85

Hours: 35 per week for up to the equivalent number of days represented by 45.2 weeks, to be worked commencing 10 working days prior to school opening in September and ending 10 working days after the school closes in June.

Additional Information: This position is Temporary to July 3, 2020, or return of incumbent.

Wage Rate: Level 12 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.

Regular Employees Please Note: As per Article 16.09 of the CUPE Local 606 Collective Agreement "Providing they are qualified, regular employees may be temporarily appointed with their consent, to a position for a specified term not to exceed (8) continuous months. Upon completion of the temporary assignment the employee shall return to his/her regular position with no loss of seniority. In making temporary appointments the senior qualified employee will be selected on the basis of the skill, knowledge and ability required for the position.

NOTE: Only Regular employees are eligible to apply for Temporary postings.

APPLICANTS - PLEASE NOTE: It is YOUR responsibility to:

- Include with your application form all relevant information that you wish to be considered (e.g. resume, letters of reference, current proof of keyboarding skills, etc.)
- Ensure you have received your confirmation email and 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 job Posting Results notice
- This is an internal posting available to members of CUPE Local 606

PROBATIONARY/TRAIL PERIOD: When applicable, there will be a three (3) month probationary/trial period.