Job Posting: Posting Detail

Posting:	S19081	**Description:**	Student Records Clerk
Start Date:	09-Dec-2019	**End Date:**	
Closing Date:	26-Nov-2019		

Position	Location	Assignment Type	Hours	Rate of Pay
Student Records Clerk	**Ladysmith Secondary**	Continuing	35.000	26.11

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.

Wage Rate: Level 9 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.

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.