



INTERNAL Job Posting Number: #73-18-19-ELEM.SEC

Job Title: 1.0 FTE Elementary School Secretary

Job Description:

The Elementary School Secretary works under the general direction of the School Principal and is responsible for performing required keyboarding, filing, duplicating and telephone receptionist duties. In addition to these duties, the Elementary School Secretary prepares various reports for the Board, maintains student records and contributes to the efficient functioning of the school and the welfare of the pupils.

Only Those Candidates Selected For An Interview Will Be Contacted

School	Location	FTE	Assignment
Mother Teresa Catholic School	Kingston	1.0 FTE Permanent Contract Position	Effective Date: March 1, 2019

Qualifications:

- High School Diploma and Secretarial Certification from Community College or equivalent work related experience.
- Between two and three years of previous secretarial experience.
- Ability to keyboard 55 w.p.m.
- Computer literate, knowledge and experience in the use of word processing and spreadsheet programs in keeping with the latest programs supplied by the Board.
- Knowledge of in-house computer programs.
- Excellent interpersonal skills and public relations skills.
- Excellent command of spelling, grammar and punctuation.
- Demonstrated ability to work independently with judgment, tact and discretion.
- Ability to initiate and respond to, in a mature manner, requests for information from a variety of sources.
- Excellent administrative, coordination, organizational and management abilities.
- Ability to speak French is an asset.
- Ability to work under pressure.

Salary/ Range:

\$22.07 - \$25.96 per hour

Application and Requirements:

- Applicants must submit a cover letter with an updated resume including details of qualifications and experience to work@alcdsb.on.ca

Closing date:

January 15, 2019 by 4:00 p.m.

Notes:

This is an Internal Job Posting and open to permanent members of CUPE Local 1479 only.

In compliance with the Accessibility for Ontarians with Disabilities (O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.