

## Anglophone West School District

### **JOB POSTING**

Anglophone School District - West is looking for candidates to fill the following School Administrative Assistant II positions. These are open competitions with preference given to qualified members of CUPE 2745 who apply. (Hourly rate - \$19.84)

Previous District	Location	Competition Number	Position	Hours per Week	Notes
18	Park Street School	ASD-W-1213AA20	School Administrative Assistant II – 10 month	36.25	
18	Kingsclear Consolidated School	ASD-W-1213AA21	School Administrative Assistant II – 10 month	36.25	Term for the 2012-2013 school year
18	Forest Hill Elementary School	ASD-W-1213AA24	School Administrative Assistant II – 10 month	36.25	

**DEFINITION:** This is responsible administrative/clerical work in a school. Reporting to the principal or designate, the employee is responsible for the independent operation of the secretariat and thus may supervise other support staff. A significant component of the job involves coordinating administrative/clerical services in the school and relieving the principal or vice principal of administrative duties. This may also include preparing reports for the principal; composing, and in some cases, signing correspondence other than routine or form; maintaining school funds; securing the vault; duties related to school graduation and school rentals; assisting with requesting supply teachers.

Work may also include typing, keyboarding, preparing correspondence tables, reports, forms, memoranda and other material from drafts, copies or dictation; interpreting rules, policies and procedures; preparing, processing auditing records and other information; establishing and maintaining filing systems including electronic filing systems; maintaining and distributing office and equipment supplies; performing inventories; receptionist duties; opening, reading and distributing mail and answering or suggesting follow-up action; operating a full range of office equipment; performing computer operations such as data entry on students' records, processing and retrieval; taking, transcribing and distributing minutes of meetings.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the district office.

**DESIRABLE TRAINING AND EXPERIENCE:** Graduation from high school including or supplemented by business education courses including computer courses and other courses relative to the position assignment, and a minimum of one year of related work experience; or any equivalent combination of training and experience. **For members of CUPE changing classification testing to determine competencies required for this position will be administered.**

**TO APPLY:** Applications are to be received no later than **12:00 noon on September 24, 2012**. If applying for a position within your current classification, please submit an email quoting the competition number only in the subject line (a separate email is required for each competition), your name, current position and location as well as contact information. If applying for a position within a different classification than currently held, a casual replacement or a new hire, a cover letter quoting the competition number as well as a resume outlining your qualifications for the position; testing may be required. Applications are to be e-mailed to [anglophonewestjobs@gnb.ca](mailto:anglophonewestjobs@gnb.ca) or sent by mail or fax to:

Anglophone West School District  
1135 Prospect St.  
Fredericton, NB E3B 3B9  
Fax (506) 462-2186  
[www.district18.nbed.nb.ca](http://www.district18.nbed.nb.ca)

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