

Anglophone West School District

JOB POSTING

Anglophone West School District is looking for candidates to fill the following School Administrative Assistant I positions. These are open competitions with preference given to qualified members of CUPE 2745 who apply. (Hourly rate - \$17.20)

Previous District	School	Competition Number	Position	Hours per Week	Notes
18	Nashwaaksis Middle School	ASD-W-1213AA22	SAA I – 10 month	27.50	Monday to Friday 8:00 am – 1:30 pm
14	Woodstock Middle School	ASD-W-1213AA23	SAA – 10 month	19.00	Monday – Thursday 8:30 am – 12:30 pm Friday 9:30 am – 12:30 pm
18	Leo Hayes High School	ASD-W-1213AA25	SAA I – 10 month	10.00	Monday to Friday 12:30 pm – 2:30 pm
18	New Maryland Elementary	ASD-W-1213AA26	SAA I -10 month	9.00	Tuesday & Friday 7:45 am – 12:15
18	Priestman St. School	ASD-W-1213AA27	SAA I – 10 month	5.75	Wednesday 8:30 am – 2:45 pm
18	Park St. Elem. School	ASD-W-1213AA28	SAA I- 10 month	6.50	Monday & Thursday 8:00 am – 11:30

DEFINITION OF ADMINISTRATIVE ASSISTANT I: This is routine secretarial work in a school under the supervision of principal or designate. Work involves administrative support duties such as typing, keyboarding, preparing correspondence, reports, memoranda, forms, tables; typing routine or form correspondence; preparing and processing basic reports, records and other documents; operating a full range of office equipment; preparing and maintaining files and records; performing receptionist duties; opening, sorting and allocating mail; preparing requisitions for supplies; and answering factual questions regarding day-to-day office activities and procedures. Work includes computer operation such as data entry on students' records, processing and retrieval.

These duties are only the basic and prime duties of the job. Related and allied tasks may be assigned from time to time as may become necessary to the operation of the school.

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 or any equivalent combination of training and experience. **Testing to determine competencies required for this position may 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 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

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