

Anglophone West School District

JOB POSTING

Anglophone West School District is looking for a candidate to fill the following School Administrative Assistant III position. This is an open competition with preference given to qualified members of CUPE 2745 that apply. (Hourly rate - \$20.83)

Previous District	School	Competition Number	Position	Hours per Week	Notes
	Oromocto Education Centre	ASD-W-1213AA29	Administrative Services Clerk	36.25	

DEFINITION: This is responsible secretarial 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 clerical and secretarial 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 and 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 operation such as data entry on students' records, processing and retrieval; taking, transcribing and distributing minutes of meetings.

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, and a minimum of five years' 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 a letter or email quoting the competition number. If applying for a position within a different classification than currently held 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

We are an Equal Opportunity Employer and we promote a scent-reduced environment.