

Anglophone West School District

JOB POSTING

Anglophone West School District is looking for a candidate to fill the following District Administrative Support III position. This is an open competition with preference given to qualified members of CUPE 2745 that apply. (Salary \$759.60 to \$915.00 bi-weekly)

Previous District	School	Competition Number	Position	Hours per Week	Notes
	Office of the Superintendent	ASD-W-1213DAS10	DAS III – 0.2 Facilities Clerk/0.4 Budget and Accounting Clerk	21.75	Wed., Thurs., and Fri. 8:15 am- 4:30 pm

DEFINITION: This level covers the full working level of administrative services work in a school district office, performed with some independence and is supervised for progress and results. The ability to perform procedural work routines through the application of different yet standardized methods is required. There is some scope for decision-making in accordance with established procedures. Responsibilities include assisting a superior with the operation of a designated sector. Duties may include, but are not limited to, preparing and processing invoices; maintaining databases, spreadsheets and files; researching and compiling statistical data for reports; assisting senior clerks with the preparation of accounts payable, accounts receivable or payroll; typing; scheduling appointments and making travel arrangements; responding to inquiries; and operating a full range of office equipment. Some positions may include supervisory responsibilities.

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 supplemented by post-secondary training, typically a one-year program in a related field, and a minimum of three years' related work experience; 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 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

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