

## School District No. 22 (Vernon) NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

POSITION Library Assistant (17 hrs)

School Secretary A Reception (3 hrs)

ASSIGNMENT Okanagan Landing Elementary School

20 hours per week, 10 month position

## REQUIRED KNOWLEDGE AND EXPERIENCE:

- Grade 12
- Keyboarding 40 wpm.
- Six months of recent successful experience in the secretarial position, including working with computerized student information systems

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proven ability to communicate effectively, both orally and in writing, with students, employees and the public
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, spreadsheet programs, database management
- Ability to maintain confidentiality

**WAGE**: PG 2 (17 hrs) & PG4 (3 hrs)

The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this October 28, 2025 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

October 21, 2024

Copy to: All Schools Transportation Services School Board Office

Maintenance Services Successful Applicant File CUPE

Note: complete job description available on website: www.sd22.bc.ca

While all applicants will be considered, preference will be given to qualified applicants who self-declare Indigenous ancestry.