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JOB POSTING

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

POSITION District Secretary – Indigenous Program

ASSIGNMENT **School Board Office**
35 hours per week, 10-month position

Required Knowledge and Education:

- Grade 12 plus one year of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Two (2) years of recent successful experience in a school or district based secretarial position, or Indigenous community organization secretarial position including basic bookkeeping, broad office experience, and the proven ability to operate the current school district administrative computer package and the current student information system.
- Typing 40 wpm.

Required Knowledge, Skills and Abilities:

- Proven ability to follow established procedures and policies with some moderate judgement required.
- Proven ability to seek direction when apparent solutions to problems are not within the intent of established practices.
- Proven ability to communicate effectively, both orally and in writing, with staff, students and the public using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Proven ability to ensure duties are performed accurately and completely.
- Physical capability to perform the job duties in a standard office environment.
- Maintains the confidentiality of sensitive information seen or heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval, bookkeeping, budgeting) including intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Proven ability to work independently and handle inquiries with minimal direction.
- Life experience, knowledge of and sensitivity to the values, beliefs, needs, and practices of local Indigenous communities.

WAGE: PG7
SHIFT: Board Office

The above position is/will be vacant, effective November 3, 2025. School District employees wishing to apply for this position must do so in writing to Personnel Services – Support Staff not later than October 23, 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. Applicants must demonstrate that they meet the above qualifications. Please attach all supporting

October 17, 2025

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 under the District Menu

NOTICE NO. 268

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