



JOB POSTING

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

POSITION **Human Resources Dispatcher**
Anticipated shift: 5:30 a.m. to 1:00 p.m.

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

Required Knowledge and Education:

- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Six months of recent successful experience in the secretarial field.

Required Knowledge, Skills and Abilities:

- Proven ability to follow established procedures and policies, including the dispatch manual and collective agreements, with moderate judgement required.
- Proven ability to communicate effectively, both orally and in writing, with staff and software provider, using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Proven organizational skills.
- Proven ability to work independently and handle inquiries with minimal direction.
- Physical capability to perform the job duties in a standard office environment.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval) including intermediate to advanced computer skills required to utilize word processing, spreadsheet, database, and communications software accurately and efficiently.
- Ability to maintain confidentiality.
- Willingness to obtain ongoing learning of the automated dispatch system.
- Keyboarding 40 wpm.

WAGE: PG7

SHIFT: Anticipated shift: 5:30 a.m. to 1:00 p.m.

The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this position must do so in writing to Personnel Services – Support Staff not later than October 20, 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 documents.

October 14, 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. 264

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