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JOB POSTING

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

POSITION **School Secretary B – Office**

ASSIGNMENT **Vernon Secondary School**
35 hours per week, 10.5-month position

Required Education and Experience:

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

Required Knowledge, Skills and Abilities:

- Proven ability to communicate effectively, both orally and in writing, with students, staff and others.
- Proven ability to operate the school district administrative computer package.
- Proven computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Ability to maintain confidentiality.

WAGE: PG5

SHIFT: School Clerical Employees

The above position is/will be vacant ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than September 14, 2026 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Applicants must demonstrate that they meet the education, experience, knowledge, skill and ability requirements for this position. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

September 8, 2026

Copy to: All Schools Transportation Services School Board Office
 Maintenance Services Successful Applicant File CUPE

NOTICE NO. 232

SecB-202