



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

POSITION **Library Assistant**

ASSIGNMENT **Clarence Fulton Secondary**
20 hours per week, 10 month position
Monday to Friday

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

The above position is/will be vacant, effective September 2, 2025. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than August 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.

August 15, 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

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

NOTICE NO. 181

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