

Please Post (Do not remove until closing date has passed)



## JOB POSTING

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

**POSITION**                      **School Secretary A – Reception - Bilingual**

**ASSIGNMENT**                **Beairsto Elementary**  
35 hours per week, 10 month position

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**Required Education and Experience:**

- Grade 12 plus three months of basic computer education
- Six months of recent successful experience in the secretarial field
- Keyboarding 40 wpm

**Required Knowledge, Skills and Abilities:**

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

**WAGE:**                      PG4

**SHIFT:**                      School Clerical Employees

**The above position is/will be vacant September 8, 2026. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than June 9, 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

June 3, 2026

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](http://www.sd22.bc.ca) under the District menu*

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

**NOTICE NO. 136**

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