



**KELSEY SCHOOL DIVISION IS SEEKING  
A TERM SECRETARY II  
7.0 HOURS PER DAY  
Immediately to June 30<sup>th</sup>, 2023**

**EDUCATION AND EXPERIENCE:**

- Minimum of three years secretarial experience
- Grade XII Graduate
- Completion of a recognized Business Program including word and data processing is an asset
- Experience working with children
- Valid First Aid/CPR certificate an asset

**QUALIFICATIONS:**

- Ability to deal effectively and efficiently with the public, staff and students
- Ability to maintain confidentiality
- Ability to operate computer programs utilized in the school division with accuracy and efficiency
- Ability to operate and perform minor troubleshooting of office equipment (including the public address system)
- Ability to act in emergency situations
- Ability to operate computerized programs for budget, monitoring and ordering
- Ability to keep accurate records of school funds
- Ability to type, perform word processing and data entry accurately

**DUTIES TO INCLUDE:**

- Schedule appointments as required
- Maintain student demographic information
- Maintain and organize student files
- Record and transcribe minutes
- Develop and circulate newsletters
- Input and produce computer generated report cards
- Draft correspondence as required by administration
- Transcribe correspondence as required by administration
- Organize filing & correspondence
- Perform clerical operations for administration
- Develop and maintain easily accessible filing system
- Compile data for reports
- Prepare statistical and other office reports
- Input timetabling
- Prepare confidential reports for administration
- Dispense prescribed medication as per policy JHCD and JHCD-R
- Other duties as assigned

SALARY: Per CUPE Agreement  
Currently at Mary Duncan School

Closing date: **Until filled**

Apply in writing or by e-mail to: Angie Quiring Payroll & Benefits Administrator/Human Resources. Email: [hr.ksd@ksd.mb.ca](mailto:hr.ksd@ksd.mb.ca)

Kelsey School Division Administration Office: P.O Box 4700, 322 Edwards Avenue The Pas, MB R9A 1M8

Please Note: A satisfactory Child Abuse Registry Check and a Criminal Record Check must be obtained for the successful applicant.