



“Internal”

**KELSEY SCHOOL DIVISION IS SEEKING
A TERM SECRETARY I
DECEMBER/2024 = 7.0 HOURS PER DAY
JANUARY/2025 = MORNINGS 3.50 HOURS PER DAY
UNTIL RETURN OF EMPLOYEE APPROX FEBRUARY 3/25**

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 Kelsey Community School

Closing date: **December 9, 2024 at 4:00 p.m.**

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

Kelsey School Division Administration Office: P.O Box 4700, 322 Edwards Avenue
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