



JOB POSTING

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

POSITION **Secretary – Alternate Education**

ASSIGNMENT **Alternate Programs**
Anticipated Site is Vlearn
30 hours per week, 12 month position

Required Education and Experience:

- Grade 12 plus six (6) months of a post-secondary office or business administration certificate, including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- Two (2) years recent successful experience in a school or district based secretarial position (or equivalent) which includes one continuous year of having responsibility for the accounting and administrative cycles
- Keyboarding 40 wpm

Knowledge, Skills and Abilities:

- Proven ability to communicate effectively, both orally and in writing, with students, employees and others
- Proven organizational skills
- Proven ability to operate the school district administrative computer package
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communication software

WAGE: PG9

SHIFT: School Clerical Employees

The above position is effective ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than January 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. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

January 8, 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 under the District Menu

NOTICE NO. 7

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