

PLEASE POST

**The Eastern Townships School Board is seeking candidates
for the following position**

**SECRETARY (20% replacement)
Secretary General Department (Board)**

NATURE OF THE WORK

The principal and customary work of the employee in this class of employment consists in assisting one or more persons in carrying out secretarial tasks.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment enters texts and various data into a computer from manuscripts or various sources and produces letters, tables, reports and other documents; verifies the spelling and grammar rules in the texts entered and identifies the corrections to be made; receives and transfers telephone calls and provides general information; updates records and registers and files records and documents; opens and distributes the mail; drafts acknowledgements of receipt, simple letters or notes; finds and collects information to be included on forms that he or she fills out or in reports and correspondence.

He or she may have to prepare and provide access to documentation in reference to the Council of Commissioners.

The employee may be requested to participate and or prepare documents for events such as symposiums, recognition events or any other event the department may be responsible for.

He or she directs parents in procedures relating to any formal complaints they may have.

He or she may be required to compile, verify and enter data.

He or she uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; uses electronic mail and, if necessary, carries out research on the Internet.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

Schooling

Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

Other requirements

Due to the nature of this position, the candidate must be fluent in both English and French (verbal and written)

SUPERVISOR:	Secretary general
SCHEDULE:	1 day per week (Wednesdays)
STARTING DATE:	August 15, 2018
SALARY:	\$18.89 - \$21.86/hr.

Please send your application in writing **by 2:00 p.m. on August 7, 2018** to:

hr@etsb.qc.ca

Human Resources Department

340, Saint-Jean-Bosco
Magog, QC J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all