

The **EASTERN TOWNSHIPS SCHOOL BOARD** is seeking candidates for the following temporary position

OFFICE AGENT, PRINCIPAL CLASS (Temporary)
Board Office
Temporary increase in workload (7-1.20)

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work performed by his or her team composed of administrative support staff.

This class of employment also includes employees who perform principally and customarily highly specialized work characterized by the complexity¹, expertise² and autonomy³ required.

CHARACTERISTIC FUNCTIONS

Under the supervision of the Director of Human Resources, the employee in this class of employment coordinates, distributes and verifies the work and gives his or her advice on the quality, ensures that deadlines are met; ensures staff training.

The employee determines the work schedule in his or her sector according to the instructions received, reminds the persons concerned, in or outside the board, of deadlines.

He or she carries out complex and specialized duties; finds, prepares and verifies data; prepares documents, statements and reports, including the entry of data that he or she must interpret, in all fields related to human resources.

The employee deals with the public or with employees concerning, in particular, absences of either a short or long term nature, salary insurance, or any other matter within his or her competence, including the application of the different collective agreements.

The employee makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

The employee uses a computer and the various software required to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she carries out research on the Internet; uses e-mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

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

REQUIRED QUALIFICATIONS

Hold a Diploma of Vocational Studies in a specialty appropriate for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have **six (6)** years of pertinent experience.

Other requirements

- Have a thorough knowledge of office automation (word, excel, access and Paie);
- Excellent communication skills;
- Knowledge of the application of collective agreements;
- Bilingual, both written and spoken;

Schedule: 35 hours/week – 8:30 a.m. until 4:30 p.m.
Starting Date: As soon as possible for a 4 month period
Salary: \$21.62/hour - \$26.47/hour
Immediate Supervisor: Director of Human Resources

Please send your application in writing before **4:00 p.m. on November 24, 2021** to:

hr@etsb.qc.ca

Eastern Townships School Board
340 Saint Jean Bosco, Magog, QC J1X 1K9

1 Complexity

This criterion refers to:

- a) work consisting of many different parts which are connected to each other in a way that may be difficult to identify all the implications in carrying out an operation, without extensive practice;
- b) work requiring the interpretation and selection of data obtained from regular contacts or exchanges of information with other administrative units or with individuals or organizations.

2 Expertise

This criterion refers to:

- a) work requiring in-depth knowledge of the applicable procedures, interrelations, regulations and directives in an area of activity;
- b) work requiring special knowledge in addition to that normally required of the class I office agent and acquired generally by many years of experience in a field of activity.

3 Autonomy

This criterion refers to:

- a) the responsibility for the duties of all or most of the steps of the process necessary for carrying out a given operation and for which the incumbent is responsible;
- b) the work defined according to general orientations and carried out with a wide range of latitude.

Equal opportunity for all