



## PLEASE POST

The Eastern Townships School Board invites applications for the position of

### **SECRETARY - "Specific" Position** **LENOXVILLE VOCATIONAL TRAINING CENTRE** **Sherbrooke, QC**

N.B.: This post is a "Specific" post in the sense of Clause 7-1.21 of the Collective Agreement S12. It is of a specific duration, not exceeding twenty-four (24) months. If a regular employee is selected, he/she will continue to hold their regular position and will be replaced by a temporary employee. The post can be terminated at any time by the board with a ten (10) day advance notice.

#### **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.

As instructed and within the limits of his or her function, the employee relays telephone messages and information of a general nature concerning the service to parents and students; takes part in purchases of school supplies and articles by carrying out transcription and verification duties; loans and retrieves books; carries out duties related to the distribution of school supplies.

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

He or she compiles requests for material from school or centre staff and students, carries out the necessary calculations, verifies budget allocations and prices with suppliers; purchases goods or fills out purchase orders as well as receives and distributes goods according to the policy in effect.

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. He or she may be required to help, on occasion, colleagues with the common software and programs used.

He or she is responsible for keeping registers and files concerning, among others, student registration and placement, staff and student absences, temporary staff payroll, school exams, report cards, declaration of student enrolment and student transportation; verifies the necessary data, enters it, produces and forwards reports; fills out forms.

He or she responds to information requests on the follow-up of files, regulations or other subjects related to the duties performed and, if necessary, reminds those concerned; forwards the pertinent documentation; handles the mail.

He or she drafts memorandums or bulletins from brief notes; takes part in setting up a filing system; archives school or centre documents according to the policy in effect.

The employee may be required to train new secretaries.

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

#### **REQUIRED QUALIFICATIONS** **SCHOOLING AND EXPERIENCE**

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**

Have a basic knowledge of office automation.

SUPERVISOR: Centre Director  
SCHEDULE: 35 hours per week (Monday to Friday 8:30 a.m. to 4:30 p.m.)  
STARTING DATE : As soon as possible  
SALARY: \$22.18 - \$24.13/hr.

Please send your application in writing by 2:00 p.m. on July 11, 2022 to:

[hr@etsb.qc.ca](mailto:hr@etsb.qc.ca)

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

*Equal opportunity for all*