



## **qathet School District**

### **ACCEPTING APPLICATIONS FOR CASUAL CLERICAL STAFF**

Working under the direction of the School Principal and/or Office Manager, Casual Clerical Staff provides a variety of administrative duties and requires the ability to make decisions, act independently, and to interact positively with staff, students, parents, and the public.

#### **Requirements**

- Completion of a one-year accredited public post-secondary Office Administration Certificate (with word processing, spreadsheet, database, bookkeeping, record management, and email components) or five-years' experience in a similar position.
- Must have effective written and oral communication skills.
- Must enjoy working in a high paced team setting with staff and students.
- Ability to prioritize work in a busy environment often under pressure with multiple demands.
- Must be able to maintain confidentiality of sensitive information.

These positions are part of CUPE L476. For a complete job description, please visit our School District website at <https://www.sd47.bc.ca/page/92/support-staff-postings>. The wage rate for this position is \$33.26 per hour plus vacation pay.

#### **Application closing date: September 26, 2025, at 3:00 pm**

Interested qualified applicants should apply with a cover letter and resume. Please also include supporting certification documents.

#### **Please submit applications to:**

Human Resources Department  
qathet School District  
[hr@sd47.bc.ca](mailto:hr@sd47.bc.ca)

*We thank all applicants, however, only those under consideration will be contacted.*