



**EMPLOYMENT
OPPORTUNITIES
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**CUPE 2745 MEMBERS – *Temporary Position*
District Administrative Support III**

Duties of Position:

As per attached job description.

Essential and Desirable Qualifications: As per attached. Candidate must be capable of carrying out assigned duties and possess the ability to work as part of a team. Written and spoken competence in English is essential.

DISTRICT ADMINISTRATIVE SUPPORT POSTING:

Location and Hours of Work:

**Office of the Superintendent – District Administrative Support III– Admin Services
Competition #25-026**

One (1) Temporary Position- 7.25 hours per day- 36.25 hours per week until April 25, 2025

Applicants must write and pass the DAS III Accounting Test

Wage or Salary Rate:

\$1676.00 - \$2003.00 Bi-weekly/District Administrative Support III (as of March 1, 2022)

Posting Date: January 17, 2025

Closing Date: January 24, 2025 @ 12:00 noon

Apply To: All Applications must be submitted through Appy to Education
Links can be found on ASD-N Human Resources for Appy to Education
under each posting

Classification Specifications

Part II of the Public Service

DEFINITION

This level covers the full working level of administrative services work in a school district office, performed with some independence and is supervised for progress and results. The ability to perform procedural work routines through the application of different yet standardized methods is required. There is some scope for decision-making in accordance with established procedures. Responsibilities include assisting a superior with the operation of a designated sector. Duties may include, but are not limited to, preparing and processing invoices; maintaining databases, spreadsheets and files; researching and compiling statistical data for reports; assisting senior clerks with the preparation of accounts payable, accounts receivable or payroll; typing; scheduling appointments and making travel arrangements; responding to inquiries; and operating a full range of office equipment. Some positions may include supervisory responsibilities.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the district office.

QUALIFICATIONS

Graduation from high school supplemented by postsecondary training, typically a one-year program in a related field, and a minimum of three years' related work experience; or any equivalent combination of training and experience.

