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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Clerk Typist 2</b>
Location:	Duke of Marlborough School
Start Date:	August 25, 2025
Hours/Days/Months:	7.25 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$23.10/hour
Unionized/Non-Unionized:	Unionized
<b>Application Deadline:</b>	<b>Monday, June 30, 2025</b>

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Reporting to the Principal, the Clerk Typist provides administrative secretarial support to the Principal, performing clerical, reception, bookkeeping and general office duties.

### **QUALIFICATIONS:**

- Grade 12
- Two years' administrative experience
- Knowledge of Indigenous Way of Life
- Knowledge of bookkeeping
- Knowledge of First Aid is an asset
- Proficiency in a variety of computer applications in a network environment
- Excellent written, verbal, interpersonal and customer relations skills
- Strong organizational and time management skills
- Ability to use initiative and judgment in determining work priorities
- Ability to work independently and as a member of a team

### **DUTIES AND RESPONSIBILITIES:**

- Maintains school financial records, collects and deposit monies, maintains and balances petty cash and issues cheques
- Types administrative materials such as correspondence, teacher evaluations, student handbooks, reports and school newsletters. Composes general correspondence.
- Prepares, or assists with the preparation of required month-end reports
- Maintains confidential student, staff and school files
- Ensures requests for leave are submitted, reconciles leave forms with payroll reports and submits adjustments
- Receives incoming mail and prepares outgoing mail
- Maintains student attendance records, and operates the callback system for student absences
- Maintains various school records, such as calendar of events and timetables
- Arranges and/or contacts substitutes for teachers
- Schedules meetings and parent-teacher interviews
- Receives and directs visitors and telephone calls and answers routine inquiries
- Administers first aid to students where required
- Prepares and submits weekly and bi-weekly payroll
- Maintains office equipment (i.e. computers, photocopiers, fax)
- Processes purchase orders, receives and distributes supplies
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.  
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Shawn Manning, Principal  
Duke of Marlborough School  
Box 338, Churchill, Manitoba R0B 0E0  
Fax: (204) 675-2617  
Email: [Shawn.Manning@fsdnet.ca](mailto:Shawn.Manning@fsdnet.ca)

