



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

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| Position: | Clerk Typist 2 |
| 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 |
| Application Deadline: | Friday, July 18, 2025 |

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

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Tammy Brant, Area 3 Superintendent
Division Office
30 Speers Road, Winnipeg, MB R2J 1L9
Fax: (204) 697-1318
Email: Tammy.Brant@fsdnet.ca

