

**RNC****Employment Service**905-727-3777 *Aurora* 222 Wellington Street East, Main Floor

Job Title

**Clerical / Administrative Support****Job # 2002013**

NOC / NAICS

1414 / 611110

Date

February 12, 2020

Location

York Region

Wages

\$15.42 casual / \$23.88 temporary

Experience  
(Yrs.)
 0-1    1-3    3-5    5+

Hours/Week

Variable / casual / temporary

Employment  
Type
 Perm    Temp    Seasonal  
 FT    PT
Schedule  
Availability

Monday to Friday

Benefits Available  
After Probation Period
 No    Yes:
Workplace / Physical  
Requirements

Standard office precautions

**Company**

Clerical/Administrative Support opportunities are available with the York Region District School Board. This application is for casual Clerical/Administrative Support opportunities for the 2019/2020 school year. Please Note: You may also be considered for temporary and/or permanent opportunities as they arise throughout the year.

**Casual Positions:** On call, as-needed basis to cover absences of permanent employees ranging from daily occurrences up to 30 consecutive working days.

**Temporary Positions:** This is a position that is available for a period in excess of 30 consecutive working days to replace a permanent employee who is absent on an approved leave of absence (e.g. pregnancy, parental, educational or medical leave).

**Permanent Positions:** These are full-time positions (35 hours per week)

**Job Duties**

Actively seeking individuals who are flexible and energetic team players to support students, staff, administration and the community in an educational environment.

- The majority of the clerical/administrative positions are located in a school setting, either elementary or secondary, and most positions within our schools follow the school year calendar.
- Other clerical/administrative positions are generally twelve-month positions and follow the business year calendar.

Major Responsibilities:

- Word processing;
- Financial management;
- Reception;
- Student/staff attendance;
- Administration of records;
- Payroll; and/or Accounting, etc.

Employees are expected to work at least 30 days within the current school year to remain on the casual clerical list. Please note that hours of operation in our schools could start as early as 7:30 a.m. and end as late as 5:00 p.m. The Board highly recommends that employees accept as many shifts as possible throughout the year to encourage advancement within the Board.

#### Requirements / Candidate Profile

- **Secondary School Graduation Diploma with one year of post-secondary education focusing on administrative studies or related field is required.**
- **Minimum one year related experience is required.**
- A good working knowledge of Microsoft Office Suite and Board approved/implemented software is required.
- Proficient verbal and written communication and interpersonal skills are required
- In the application process, you will be prompted to provide at least three (3) professional, supervisory references (including full name, position title, work location/organization, and email address) in the job posting screening section of the online application. The board does not contact references prior to practicum/interview.
- **Candidates must apply online per below**

#### How to apply

**Applications are only accepted online and require RESUME AND COVER LETTER**

[http://applytoeducation.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=526f26ac-7929-46d8-82da-37969be2de31&PAGE=1&locale=en&maf=0](http://applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=526f26ac-7929-46d8-82da-37969be2de31&PAGE=1&locale=en&maf=0) (Job Code: 2706066) **\*\*Deadline to apply is June 30, 2020**

#### Disclaimer

*RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.*