



Casual General Clerks

The Maple Ridge - Pitt Meadows School District (SD42) is looking for qualified candidates interested in working as a Casual General Clerk in our District. Clerical staff perform a variety of routine clerical duties related to the administration of a school, library and/or office.

QUALIFICATIONS:

- Successful completion of Grade 12 with a course emphasis on business practices and procedures
- Proficiency with office equipment including MS Word, MS Excel and keyboarding skills of a minimum of 50 net wpm
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position
- **Consistent availability** for work five days per week (Monday to Friday) combined with the ability to travel to any school within the District (from Pitt Meadows to Whonnock)

Rate of pay: \$22.08 per hour plus 12% in lieu of benefits

Interested applicants may apply by email to applicants@sd42.ca or submit their package in person to the District Education office noted below.

Complete Packages should include:

*Resume, short cover letter

*District Application form [click here](#)

