

**NOTICE NO 125**

**POSTING:  
2018.01.07**

**OFFICE AGENT, CLASS I (57.1428%)  
(Second posting)**

This **regular part-time position** will be available as of January 21, 2019 at the ACCESS Career Training and Continuing Education Center located at 2121 Darwin, office C-113, Ste-Julie.

**NATURE OF WORK:**

The principal and customary work of an employee in this class of employment consists in performing a variety of administrative duties of a complex nature according to established methods and procedures.

**CHARACTERISTIC FUNCTIONS:**

The employee in this class of employment ensures that the applicable practices, regulations, directives, policies, methods and procedures are respected. To do so, he or she verifies and follows up on invoices, purchase orders, receipts, lists and various registers, such as payroll, teacher and student absence, inventories and any other administrative report, table or document of the same nature; in this context, gathers, validates and compiles the necessary data. The employee will be responsible for registering students and responding to student needs which could include but not limited to letters of attestation, medical forms, loans and bursaries, and internship letters.

He or she keeps accounting books, makes journal entries, reconciles accounts, receives payments at a counter, by mail or direct payment, makes payments and deposits, codes expenditures, keeps a petty cash and/or school credit card and makes purchases of a nominal value; compiles budget data, participates in preparing the budget of a unit or a department and conveys budget balances.

He or she contacts persons in and outside the school board to obtain or provide information related to his or her duties, determines deadlines, makes practices and regulations known and conveys decisions. He or she drafts correspondence related to his or her duties.

As instructed, the employee carries out administrative operations related to aptitude tests, preparation of exams and administers examinations.

The employee uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she carries out research on the Internet; uses electronic mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

The employee may be required to train new class I office agents as well as to coordinate the work of support staff.

If need be, he or she performs any other related duty

**REQUIRED QUALIFICATIONS:**

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

**OTHER REQUIREMENTS:**

Have strong computer skills.

Must be willing to attend professional development activities and be self-motivated towards life long learning.

Excellent knowledge of French and English, spoken and written.

Strong collaboration and team work skills, highly skilled in interpersonal interactions.

**SCHEDULE: Monday to Friday from 8 a.m. to 12 p.m.**

**SALARY:** \$398.40 to \$454.80 per 20-hour week, according to qualifications and experience.

Candidates should submit a letter of application **as well as curriculum vitae before 4:00 p.m. on January 15, 2019** to Human Resources, by mail or by e-mail at [riversidecv@rsb.qc.ca](mailto:riversidecv@rsb.qc.ca). RSB will send an electronic acknowledgement of receipt for applications sent to that email address.

*Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.*

2018.12.21

**Français au verso**