



**Posting #400-12-25
(External Posting)**

CUPE (Office, Clerical & Technical)

The Near North District School Board

requires

Supply Library Clerks

Location: North Bay Region

Skills Required:

- Strong computer and keyboarding skills with proficiency in Microsoft Office, internet, email and web design
- Competency in library technical skills within an automated environment.
- Knowledge of Dewey decimal system and general library procedures
- Excellent interpersonal and communication skills
- Strong organizational and problem solving skills
- Ability to work with minimal supervision
- Familiarity with the Ontario Curriculum

Qualifications:

- Minimum Grade 12 education
- Previous experience in a school library environment is an asset

Please forward a covering letter and resume by **4:00 p.m. on Friday, February 24, 2012** to:

**Human Resources
Near North District School Board
hrrecruitment@nearnorthschools.ca**

***Confirmation of receipt of application can be made by sending an email to barrowclie@nearnorthschools.ca or by calling Cindy at ext. 5068.**

Only those applicants receiving an interview will be contacted.

Please quote the posting number on your application. As a condition of employment, a current criminal reference check is required. WHMIS certification is required prior to commencing employment.