

Saskatchewan K-12 Administrative Assistants and Secretaries

Wage Rates Effective September 1, 2010

Local	Employer Name	Job Title	Min Rate	Max Rate	Wage Unit	Hrs/Wk	Mths To Max	Start Date	End Date
2268	St. Paul's RCSSD #20	Office Coordinator I	\$18.90	\$22.32	\$/Hour	35	36	2010-01-01	2010-12-31
2268	St. Paul's RCSSD #20	Office Coordinator II	\$19.42	\$22.83	\$/Hour	35	36	2010-01-01	2010-12-31
2268	St. Paul's RCSSD #20	Office Coordinator III (High School)	\$20.62	\$24.12	\$/Hour	36.25	36	2010-01-01	2010-12-31
2268	St. Paul's RCSSD #20	Secretary	\$17.06	\$20.17	\$/Hour	35	36	2010-01-01	2010-12-31
3766	The Regina School Division #4	Elementary Administrative Secretary	\$18.69	\$22.01	\$/Hour	36.67	60	2010-01-01	2010-12-31
3766	The Regina School Division #4	Clerical Assistant	\$17.86	\$21.00	\$/Hour	36.67	60	2010-01-01	2010-12-31
4195	Saskatchewan Rivers School Division No. 119	Secretary III	\$25.97	\$28.01	\$/Hour	37.5	24	2010-08-01	2011-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary II	\$20.44	\$21.73	\$/Hour	35	24	2010-08-01	2011-07-31
4195	Saskatchewan Rivers School Division No. 119	Receptionist	\$20.44	\$21.73	\$/Hour	37.5	24	2010-08-01	2011-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary I	\$19.68	\$20.55	\$/Hour	32.5	24	2010-08-01	2011-07-31
4254	Prairie Spirit School Division No. 206	Administrative Assistant	\$15.79	\$19.13	\$/Hour	40	36	2009-09-01	2010-08-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Certified Level III)	\$17.43	\$18.14	\$/Hour	40	24	2010-01-01	2010-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Partial Certificate - Level II)	\$17.09	\$17.78	\$/Hour	40	24	2010-01-01	2010-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Uncertified - Level I)	\$16.76	\$17.43	\$/Hour	40	24	2010-01-01	2010-12-31
4618	Christ the Teacher RCSSD	School Clerical	\$14.41	\$17.22	\$/Hour	37.5	60	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant I	\$15.85	\$18.87	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant II	\$18.56	\$21.51	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant III	\$19.50	\$22.73	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant IV	\$19.89	\$23.18	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant V	\$21.59	\$25.54	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Payroll and Accounting Officer	\$22.01	\$26.04	\$/Hour	36.67	48	2010-01-01	2010-12-31
4747	Living Sky Schook Division No. 202	Clerk-Typist	\$15.53	\$17.51	\$/Hour	37.5	24	2010-09-01	2011-08-31
4747	Living Sky Schook Division No. 202	Secretary	\$17.11	\$19.34	\$/Hour	37.5	24	2010-09-01	2011-08-31

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4747	Living Sky Schook Division No. 202	Secretary Supervisor	\$18.46	\$20.69	\$/Hour	37.5	24	2010-09-01	2011-08-31
4754	Chinook SD 211	Office Manager (Certificate)	\$16.72	\$20.32	\$/Hour		84	2010-01-01	2010-12-31
4754	Chinook SD 211	Secretary (Certificate)	\$15.52	\$19.12	\$/Hour	40	84	2010-01-01	2010-12-31
4754	Chinook SD 211	Office Manager (Non-Certificate)	\$15.52	\$19.12	\$/Hour		84	2010-01-01	2010-12-31
4754	Chinook SD 211	Secretary (Non-Certificate)	\$14.31	\$17.92	\$/Hour	40	84	2010-01-01	2010-12-31
4784	Good Spirit School Division No. 204	Administrative Assistant (Non-Certified)	\$14.19	\$15.98	\$/Hour	37.5	37	2009-08-01	2010-07-31
4784	Good Spirit School Division No. 204	Administrative Assistant (Certified)	\$15.61	\$17.57	\$/Hour	37.5	37	2009-08-01	2010-07-31
4797	Northwest School Division No. 203	Administrative Assistant	\$17.02	\$18.93	\$/Hour	32.5	36	2010-01-01	2010-12-31
4799	Horizon School Division No. 205	Receptionist	\$15.15	\$17.85	\$/Hour	37.5	36	2010-09-01	2011-08-31
4799	Horizon School Division No. 205	Secretary	\$15.15	\$17.85	\$/Hour	37.5	36	2010-09-01	2011-08-31
4799	Horizon School Division No. 205	Data Entry Clerk	\$15.15	\$17.85	\$/Hour	35	36	2010-09-01	2011-08-31
4802	Sun West School Division No. 207	School Secretary	\$14.33	\$15.70	\$/Hour		12	2009-09-01	2010-08-31
4802	Sun West School Division No. 207	Division Office Secretary - Receptionist	\$14.33	\$15.70	\$/Hour		12	2009-09-01	2010-08-31
4869	South East Cornerstone SD 209	Administrative Assistant	\$14.64	\$17.07	\$/Hour	35	36	2009-09-01	2010-08-31
4875	Northeast School Division No. 200	Administrative Assistant	\$15.39	\$17.74	\$/Hour	35	24	2010-01-01	2010-12-31
4875	Northeast School Division No. 200	Administrative Assistant (Certified)	\$16.39	\$18.74	\$/Hour	35	24	2010-01-01	2010-12-31
5252	Prairie Valley School Division	Administrative Assistant	\$15.45	\$17.73	\$/Hour	35	36	2009-09-01	2010-08-31
5252	Prairie Valley School Division (former Local 4757)	Administrative Assistant	\$14.92	\$17.17	\$/Hour	35	36	2009-09-01	2010-08-31
5252	Prairie Valley School Division (former Local 3243)	Administrative Assistant	\$14.95	\$16.99	\$/Hour	30	36	2009-09-01	2010-08-31
5506	Prairie South School Division No. 210	Administrative Assistant (10 Month)	\$15.16	\$18.03	\$/Hour	35	36	2008-09-01	2009-08-31
5506	Prairie South School Division No. 210	Administrative Assistant (12 Month)	\$15.16	\$18.03	\$/Hour	36.25 to 37.5	36	2008-09-01	2009-08-31
5506	Holy Trinity RCSSD No. 22	School Administrative Assistant	\$13.36	\$17.91	\$/Hour	37.5	3,901 hours	2010-01-01	2010-12-31
5506	Holy Trinity RCSSD No. 22	Administrative Assistant (CEC)	\$13.36	\$17.91	\$/Hour	37.5	3,901 hours	2010-01-01	2010-12-31
5506	Prairie South School Division No. 210	Administrative Assistant (Perm. Part-Time)	\$15.16	\$15.16	\$/Hour	15	0	2008-09-01	2009-08-31
8443	Saskatoon School Division #13	Administrative Assistant	\$21.38	\$23.36	\$/Hour	35	36	2010-01-01	2010-12-31

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8443	Saskatoon School Division #13	Secretary II	\$19.82	\$21.69	\$/Hour	35	36	2010-01-01	2010-12-31
8443	Saskatoon School Division #13	Guidance Secretary	\$17.89	\$19.46	\$/Hour	40	36	2010-01-01	2010-12-31
8443	Saskatoon School Division #13	Secretary I	\$17.89	\$19.46	\$/Hour	35	36	2010-01-01	2010-12-31

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