

Saskatchewan K-12 Administrative Assistants and Secretaries

Wage Rates Effective September 1, 2013

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	\$20.65	\$24.39	\$/Hour	35	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Office Coordinator II	\$21.22	\$24.96	\$/Hour	35	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Office Coordinator III (High School)	\$22.55	\$26.36	\$/Hour	36.25	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Secretary	\$18.64	\$22.04	\$/Hour	35	36	2011-01-01	2013-12-31
3766	The Regina School Division #4	Administrative Assistant	\$20.37	\$23.96	\$/Hour	36.67	60	2011-01-01	2013-08-31
3766	The Regina School Division #4	Clerical Assistant	\$19.23	\$22.61	\$/Hour	36.67	60	2011-01-01	2013-08-31
4195	Saskatchewan Rivers School Division No. 119	Secretary III	\$27.97	\$30.16	\$/Hour	37.5	24	2012-08-01	2015-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary II	\$22.01	\$23.40	\$/Hour	35	24	2012-08-01	2015-07-31
4195	Saskatchewan Rivers School Division No. 119	Receptionist	\$22.01	\$23.40	\$/Hour	37.5	24	2012-08-01	2015-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary I	\$21.19	\$22.13	\$/Hour	32.5	24	2012-08-01	2015-07-31
4254	Prairie Spirit School Division No. 206	Administrative Assistant	\$16.43	\$19.90	\$/Hour	40	36	2010-09-01	2012-08-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Certified Level III)	\$18.40	\$19.15	\$/Hour	40	24	2013-01-01	2015-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Partial Certificate - Level II)	\$18.05	\$18.78	\$/Hour	40	24	2013-01-01	2015-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Uncertified - Level I)	\$17.70	\$18.40	\$/Hour	40	24	2013-01-01	2015-12-31
4618	Christ the Teacher RCSSD	School Clerical*	\$15.60	\$17.92	\$/Hour	37.5	60	2012-09-01	2015-08-31
4643	Regina School Division No. 4	Administrative Assistant I	\$17.02	\$20.26	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant II	\$19.92	\$23.09	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant III	\$20.93	\$24.40	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant IV	\$21.35	\$24.88	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant V	\$23.17	\$27.42	\$/Hour	36.67	48	2011-01-01	2013-08-31

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4643	Regina School Division No. 4	Payroll and Accounting Officer, Offset Operator	\$23.62	\$27.95	\$/Hour	36.67	48	2011-01-01	2013-08-31
4747	Living Sky Schook Division No. 202	Clerk-Typist	\$16.93	\$18.91	\$/Hour	37.5	24	2013-09-01	2016-08-31
4747	Living Sky Schook Division No. 202	Secretary	\$18.51	\$20.74	\$/Hour	37.5	24	2013-09-01	2016-08-31
4747	Living Sky Schook Division No. 202	Secretary Supervisor	\$19.86	\$22.09	\$/Hour	37.5	24	2013-09-01	2016-08-31
4754	Chinook SD 211	Office Manager (Certificate)	\$18.27	\$22.22	\$/Hour		84	2013-09-01	2016-08-31
4754	Chinook SD 211	Secretary (Certificate)	\$16.97	\$20.90	\$/Hour	40	84	2013-09-01	2016-08-31
4754	Chinook SD 211	Office Manager (Non-Certificate)	\$16.97	\$20.90	\$/Hour		84	2013-09-01	2016-08-31
4754	Chinook SD 211	Secretary (Non-Certificate)	\$15.65	\$19.59	\$/Hour	40	84	2013-09-01	2016-08-31
4784	Good Spirit School Division No. 204	Administrative Assistant (Non-Certified)	\$15.78	\$18.54	\$/Hour	37.5	37	2010-08-01	2013-07-31
4784	Good Spirit School Division No. 204	Administrative Assistant (Certified)	\$17.36	\$20.39	\$/Hour	37.5	37	2010-08-01	2013-07-31
4797	Northwest School Division No. 203	Administrative Assistant	\$18.34	\$20.39	\$/Hour	32.5	36	2011-01-01	2014-08-31
4799	Horizon School Division No. 205	Receptionist	\$16.72	\$19.71	\$/Hour	37.5	36	2012-09-01	2015-08-31
4799	Horizon School Division No. 205	Secretary	\$17.21	\$20.28	\$/Hour	37.5	36	2012-09-01	2015-08-31
4799	Horizon School Division No. 205	Data Entry Clerk	\$16.72	\$19.71	\$/Hour	35	36	2012-09-01	2015-08-31
4802	Sun West School Division No. 207	School Secretary	\$14.33	\$16.85	\$/Hour		12	2010-09-01	2013-08-31
4802	Sun West School Division No. 207	Division Office Secretary - Receptionist	\$14.33	\$16.85	\$/Hour		12	2010-09-01	2013-08-31
4869	South East Cornerstone SD 209	Administrative Assistant	\$16.60	\$19.37	\$/Hour	35	36	2012-09-01	2014-08-31

Local	Employer Name	Job Title	Min Rate	Max Rate	Wage Unit	Hrs/Wk	Mths To Max	Start Date	End Date
4875	Northeast School Division No. 200	Administrative Assistant	\$16.49	\$19.02	\$/Hour	35	24	2012-01-01	2015-08-31
4875	Northeast School Division No. 200	Administrative Assistant (Certified)	\$17.56	\$20.09	\$/Hour	35	24	2012-01-01	2015-08-31
5252	Prairie Valley School Division	Administrative Assistant	\$18.62	\$21.05	\$/Hour	35	36	2011-09-01	2015-08-31
5512	Prairie South School Division No. 210	Administrative Assistant (10 Month)	\$16.70	\$19.86	\$/Hour	35	36	2012-09-01	2013-08-31
5512	Prairie South School Division No. 210	Administrative Assistant (12 Month)	\$16.70	\$19.86	\$/Hour	36.25 to 37.5	36	2012-09-01	2013-08-31
5506	Holy Trinity RCSSD No. 22	School Administrative Assistant	\$16.62	\$19.42	\$/Hour	37.5	3,901 hours	2012-01-01	2014-12-31
5506	Holy Trinity RCSSD No. 22	Administrative Assistant (CEC)	\$16.62	\$19.42	\$/Hour	37.5	3,901 hours	2012-01-01	2014-12-31
8443	Saskatoon School Division #13	Administrative Assistant	\$23.13	\$25.28	\$/Hour	35	36	2011-01-01	2013-08-31
8443	Saskatoon School Division #13	Secretary II	\$21.44	\$23.47	\$/Hour	35	36	2011-01-01	2013-08-31
8443	Saskatoon School Division #13	Secretary I	\$19.36	\$21.05	\$/Hour	35	36	2011-01-01	2013-08-31

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