

## Saskatchewan K-12 Administrative Assistants and Secretaries

Wage Rates Effective September 1, 2012

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	\$20.05	\$23.68	\$/Hour	35	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Office Coordinator II	\$20.60	\$24.23	\$/Hour	35	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Office Coordinator III (High School)	\$21.89	\$25.59	\$/Hour	36.25	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Secretary	\$18.10	\$21.40	\$/Hour	35	36	2011-01-01	2013-12-31
3766	The Regina School Division #4	Administrative Assistant	\$20.17	\$23.72	\$/Hour	36.67	60	2011-01-01	2013-08-31
3766	The Regina School Division #4	Clerical Assistant	\$19.04	\$22.39	\$/Hour	36.67	60	2011-01-01	2013-08-31
4195	Saskatchewan Rivers School Division No. 119	Secretary III	\$27.01	\$29.13	\$/Hour	37.5	24	2009-08-01	2012-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary II	\$21.26	\$22.60	\$/Hour	35	24	2009-08-01	2012-07-31
4195	Saskatchewan Rivers School Division No. 119	Receptionist	\$21.26	\$22.60	\$/Hour	37.5	24	2009-08-01	2012-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary I	\$20.47	\$21.37	\$/Hour	32.5	24	2009-08-01	2012-07-31
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)	\$18.13	\$18.87	\$/Hour	40	24	2010-01-01	2012-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Partial Certificate - Level II)	\$17.78	\$18.50	\$/Hour	40	24	2010-01-01	2012-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Uncertified - Level I)	\$17.44	\$18.13	\$/Hour	40	24	2010-01-01	2012-12-31
4618	Christ the Teacher RCSSD	School Clerical*	\$15.29	\$18.27	\$/Hour	37.5	60	2009-09-01	2012-08-31
4643	Regina School Division No. 4	Administrative Assistant I	\$16.85	\$20.06	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant II	\$19.72	\$22.86	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant III	\$20.73	\$24.15	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant IV	\$21.14	\$24.63	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Administrative Assistant V	\$22.94	\$27.15	\$/Hour	36.67	48	2011-01-01	2013-08-31
4643	Regina School Division No. 4	Payroll and Accounting Officer, Offset Operator	\$23.39	\$27.67	\$/Hour	36.67	48	2011-01-01	2013-08-31
4747	Living Sky Schook Division No. 202	Clerk-Typist	\$16.67	\$18.65	\$/Hour	37.5	24	2010-01-01	2013-08-31
4747	Living Sky Schook Division No. 202	Secretary	\$18.25	\$20.48	\$/Hour	37.5	24	2010-01-01	2013-08-31

Local	Employer Name	Job Title	Min Rate	Max Rate	Wage Unit	Hrs/Wk	Mths To Max	Start Date	End Date
4747	Living Sky School Division No. 202	Secretary Supervisor	\$19.60	\$21.83	\$/Hour	37.5	24	2010-01-01	2013-08-31
4754	Chinook SD 211	Office Manager (Certificate)	\$18.00	\$21.89	\$/Hour		84	2011-01-01	2013-08-31
4754	Chinook SD 211	Secretary (Certificate)	\$16.72	\$20.59	\$/Hour	40	84	2011-01-01	2013-08-31
4754	Chinook SD 211	Office Manager (Non-Certificate)	\$16.72	\$20.59	\$/Hour		84	2011-01-01	2013-08-31
4754	Chinook SD 211	Secretary (Non-Certificate)	\$15.42	\$19.30	\$/Hour	40	84	2011-01-01	2013-08-31
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	\$17.89	\$19.90	\$/Hour	32.5	36	2011-01-01	2014-08-31
4799	Horizon School Division No. 205	Receptionist	\$16.07	\$18.94	\$/Hour	37.5	36	2008-09-01	2012-08-31
4799	Horizon School Division No. 205	Secretary	\$16.07	\$18.84	\$/Hour	37.5	36	2008-09-01	2012-08-31
4799	Horizon School Division No. 205	Data Entry Clerk	\$16.07	\$18.94	\$/Hour	35	36	2008-09-01	2012-08-31
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	\$15.49	\$18.07	\$/Hour	35	36	2010-09-01	2012-08-31
4875	Northeast School Division No. 200	Administrative Assistant	\$15.54	\$17.92	\$/Hour	35	24	2009-01-01	2011-12-31
4875	Northeast School Division No. 200	Administrative Assistant (Certified)	\$16.55	\$18.93	\$/Hour	35	24	2009-01-01	2011-12-31
5252	Prairie Valley School Division	Administrative Assistant	\$16.87	\$19.28	\$/Hour	35	36	2011-09-01	2015-08-31
5512	Prairie South School Division No. 210	Administrative Assistant (10 Month)	\$16.37	\$19.47	\$/Hour	35	36	2009-09-01	2012-08-31
5512	Prairie South School Division No. 210	Administrative Assistant (12 Month)	\$16.37	\$19.47	\$/Hour	36.25 to 37.5	36	2009-09-01	2012-08-31
5512	Prairie South School Division No. 210	Administrative Assistant (Perm. Part-Time)	\$16.37	\$16.37	\$/Hour	15	0	2009-09-01	2012-08-31
5506	Holy Trinity RCSSD No. 22	School Administrative Assistant	\$16.37	\$19.13	\$/Hour	37.5	3,901 hours	2012-01-01	2014-12-31
5506	Holy Trinity RCSSD No. 22	Administrative Assistant (Division Office)	\$16.37	\$19.13	\$/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