

<b><u>Appointment Title</u></b>	<b>Cadet Administration Clerk (Cdt Admin Clk)</b>
Alternate Title	Ship's Writer (S Writ) *Sea Regulating Petty Officer (RPO) *Sea Administration Warrant Officer (Admin WO) *Army Administration Flight Sergeant (Admin FSgt) * Air
Tier	PO1/WO/FSgt
Number of Positions	As required.
General Description	The Cadet Administration Clerk is responsible for drafting correspondence and maintaining files.
Reports to	Senior Cadet Administration Clerk (Sr Cdt Admin Clk)
Responsible for	Cadet Administration Assistant (Cdt Admin A)

Rank requirements	<ul style="list-style-type: none"> <li>• Petty Officer First Class</li> <li>• Warrant Officer</li> <li>• Flight Sergeant</li> </ul>
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a team leader.
Asset Knowledge and experience	<input type="checkbox"/> Familiar with Cadet365 and MS Office applications. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Keep a list of excused cadets. <input type="checkbox"/> Create duty schedule for regular admin corps/squadron duties. <input type="checkbox"/> Ensure admin duties are completed. <input type="checkbox"/> Ensure weekly attendance is collected and returned promptly to the administration department. <input type="checkbox"/> Assist Admin O with writing and distributing: <ul style="list-style-type: none"> <li>• Weekly Routine Orders (WROs),</li> <li>• newsletters,</li> <li>• permission forms,</li> <li>• schedules, and</li> <li>• rosters.</li> </ul> <input type="checkbox"/> Carry out other duties as assigned by the: <ul style="list-style-type: none"> <li>• Admin O, and</li> <li>• Sr Cdt Admin Clk.</li> </ul>
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> <li>• Conducts duties regularly without reminders or significant intervention.</li> <li>• A cadet who is one rank lower or one level lower could be considered should no other members be available.</li> </ul>