



Notice of Competition for Labour Service Employees Amendment

Recallable Non-Recallable

Branch: Parks
Location: Douglas Provincial Park
Competition Number: DGSP-01-06
Union Position: YES NO
Position Title: Entry Gate Clerk
Headquarters: Douglas Provincial Park

Number of Positions: 1 (one)
Announcement Date: March 24, 2006
Closing Date: April 7, 2006
Salary Rate: \$14.080 - \$ 17.645
Class Level and Occ Code: 03FPG
Section Number: 21

Designated Employment Equity: YES NO
Aboriginal Ancestry: _____
Persons with Disabilities: _____
Visible Minorities: _____
Women in Non-Traditional Roles: _____

We are committed to workplace diversity and encourage interest from Aboriginal people; persons with disabilities; members of visible minority groups; and women seeking management and non-traditional roles. This position has been designated in accordance with the PSC/SGEU Collective Agreement's Employment Equity Program for qualified candidates who self-declare in writing (i.e. within a cover letter or résumé) that they belong to one of these groups. Other candidates will be considered of no qualified designated group members are found.

The successful candidate shall be subject to a Criminal Record Check as a condition of employment.

Particulars of Position:

Candidates must clearly indicate in their covering letter or résumé where they have acquired their knowledge, skills and abilities. Selections of candidates to be interviewed will be made on the basis of this information.

- Duties:** Greeting and providing information to park visitors; collecting and processing of park fees; operation of an electronic cash register and Windows-based computer programs; handling telephone inquiries; some general office and light cleaning duties. Evening and weekend work is required.
- Knowledge of:** Basic computer skills. Must possess a valid driver's license.
- Ability to:** Respond accurately, clearly and courteously to inquiries; listen to and ask questions of upset customers; calm upset customers and respond to their concerns or complaints; operate various office equipment such as cash registers, answering machines, photocopiers, faxes, computers and printers; handle cash and prepare deposits.
- You will be:** Reliable and trustworthy.



Saskatchewan
Environment

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Interested candidates should submit a cover letter and résumé quoting the competition number and any applicable Employment Equity self declarations to:

Dick Eddy, Douglas Provincial Park
Saskatchewan Environment
Box 39
Elbow, SK S0H 1J0
Fax: (306) 854-6270
E-mail Address: deddy@serm.gov.sk.ca

We wish to thank all applicants for their interest in employment opportunities with Saskatchewan Environment however only those candidates who are selected for interview will receive written response to their application.

Competition Approved:

Syd Barber

March 21, 2006

David Coombes

Branch Head

Date

Local Department Official

Disposition of Copies:

Local Notice Board

Union Office

Supervisor