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Saskatchewan Environment

Notice of Competition for Labour Service Employees

	Recallable _x Term
Branch: Parks	Number of Positions: 1 (one)
Location: Buffalo Pound Provincial Park	Announcement Date: April 17, 2006
Competition Number: BPPP-03-06	Closing Date: May 1, 2006
Union Position: YES X NO	Salary Rate: \$14.080 - \$ 17.645
Position Title: Entry Gate Clerk	Class Level and Occ Code: 03FPG
Headquarters: Buffalo Pound Provincial Park	Section Number: 21
Designated Employment Equity: YES NO X	
Aboriginal Ancestry:	
Persons with Disabilities:	The successful candidate shall be subject to a Criminal
Visible Minorities:	Record Check as a condition of employment.
Women in Non-Traditional	

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

Interested candidates should submit a cover letter and résumé quoting the competition to:

Terry Minter, Park Supervisor, Buffalo Pound Provincial Park Saskatchewan Environment 206 – 220 Ominica Street West Moose Jaw, SK S6H 6V2 Fax: (306) 694-3743 E-mail Address: tminter@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	April 4, 2006	David Coombes
Branch Head	Date	Local Department Official
Disposition of Copies:		
XLocal Notice Board	X Union Office	XSupervisor