



Notice of Competition

Type of position (check one):

<p><u>Labour Service:</u></p> <p><input checked="" type="checkbox"/> Recallable – FTE amount: <u>0.39</u></p> <p><input type="checkbox"/> TERM – approx. end date: _____</p>	<p><u>Perm Part Time / TERM</u></p> <p><input type="checkbox"/> Perm Part Time – FTE amount: _____</p> <p><input type="checkbox"/> TERM – approx. end date: _____</p>
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Competition Number: LRFB-04-06

Branch: Fire Management & Forest Protection

Location: La Ronge Fire Base

Work address: Box 5000, La Ronge

Working Title: Fire Clerk

CRC Required: YES: NO:

Union Position: YES: NO:

Announcement Date: July 13, 2006

Closing Date: July 27, 2006

Number of Positions: 1

Salary Range: \$16.117 to \$20.197 per hour

Grade (level): 05

Job (occ code): PDP

Labour Service SGEU Section: 20

Saskatchewan Environment is committed to workplace diversity. This position is posted as:

designated for Employment Equity Group members only:	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
simultaneous for both Equity & Non-Equity Group members:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
for the following Employment Equity Groups:				
Aboriginal Ancestry	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Persons with Disabilities	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Visible Minorities	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Woman in non-Traditional Role (applicable only if under-represented by 45%)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>

Qualified Employment Equity Group members must self-declare in writing (i.e. within a cover letter or résumé) that they belong to one of these groups and proof of declaration must be provided upon request.

Particulars of Position:

You will be required to: Provide clerical/administrative support such as word processing, filing, compiling data and providing financial information for our clients; provide human resource information, i.e. Attendance/time cards, benefits and entitlements; provide administration for Emergency Fire Personnel, as well as radio dispatch and other duties as assigned. Position may be involved in commissary/grocery support roles on fires or in fire center area, in remote fire camps of forest protection areas. You may also be required to work extended hours, weekends and in a fire camp situation for up to 12 days. Must possess a valid Class 5 Saskatchewan driver's license.

Candidates must clearly indicate in their covering letter or resume where they have acquired their knowledge and abilities. Selections for interviews will be made on the basis of this information.



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You will have knowledge of:

Knowledge of: computer programs such as Word Processing, Excel; Office Procedures; purchasing procedures; budget processing procedures, accounting principles as well as a knowledge of human resource procedures, Collective Agreement and benefits; Department policies and procedures would be an asset. Demonstrated ability to: travel in small aircraft; work away from home base for up to 14 days; work long hours as required; work under pressure, remain calm, respectful and focused; plan and organize a large volume of tasks, meeting strict deadlines, under frequent interruptions and changing priorities; compose clear and concise correspondence and documentation; perform mathematical calculations and process financial information; compare, recognize, adjust and correct discrepancies to ensure data integrity; work independently with minimum of supervision and direction; work as a team player to build positive working relationships.

You will be:

A self starter; team player; motivated, adaptable, accountable, supportive, dependable and respectful.

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

**Jeff Davies
Forest Protection Officer, FMFP
SK Environment
Box 5000, La Ronge, SK S0J 1L0
Fax: (306) 425-4668
E-mail Address: jdavies@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 an interview will be contacted.

Please visit the Saskatchewan Public Service Commission's Career Center website for other employment opportunities at: <http://www.gov.sk.ca/psc/careers/>.

Distribution:

 X Local Notice Board X SGEU Office X Human Resources X Supervisor