



Notice of Competition for Labour Service Employees

Recallable _____ Non-Recallable XX

Branch: Northern Support Services

Number of Positions: 1

Location: Prince Albert

Announcement Date: May 26, 2006

Competition Number: NSS PA – 02 - 06

Closing Date: June 9, 2006

Union Position: Yes

Salary Rate: \$14.924 - \$18.157 per hour

Position Title: Fire Processing Clerk

Class Level and Occ Code: 04PDP

Headquarters: Prince Albert

Section Number: _____

Designated Employment Equity: X

Aboriginal Ancestry: X

Persons with Disabilities: X

Visible Minorities: X

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 if no qualified designated group members are found.

Particulars of Position:

This is a Non-Recallable Labour Service position

Under the supervision of the Team Leader – Fire Administration, provide off site administrative processing to Fire Management and Forest Protection Type 1 fire teams and also to Provincial Forest Protection Areas. Position incumbents are expected to assist in all requirements associated with training development and also form a partnership arrangement with their clients to ensure administrative processing functions flow smoothly. You will be required to assess, analyze and interpret a variety of problems, handle irate clients, suppliers, vendors inquiries and take steps to resolve issues. You will be responsible to audit and process invoices, compile information from various manual and electronic systems and prepare reports, spreadsheets, tables and forms.

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.

The successful candidate shall be subject to a criminal record check as a condition of employment.

You will have knowledge of:

- Applicable government, department and branch regulations, acts agreements, legislation, policies, procedures and guidelines.
- Government purchasing procedures and delegations
- Accounting principles, procedures and concepts



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- Office procedures such as maintaining an office filing system and data management
- Computerized financial systems

You will have the ability to:

- Continuously plan, independently organize and accurately complete a large volume of tasks by establishing priorities, taking into consideration frequent interruptions, conflicting and changing priorities, strict deadlines, multiple reporting relationships and special assignments
- Work independently and as a team player to build positive relationships and ensure deadlines, goals and objectives are met
- Clearly and accurately explain issues, agreements, regulations, policies and procedures, and payments in order to inform and/or respond to inquiries from suppliers, clients and co-workers.
- Enter large volumes of data into MIDAS, computer spreadsheets, or other computerized package with both speed and accuracy
- Lead, guide, coach, advise and encourage co-workers in order to maintain consistency and maintain a harmonious and cooperative working team

You will be:

- Calm, respectful and focused when responding to inquiries from difficult clients and/or co-workers
- Flexible and adaptable in order to work in a constantly changing environment
- Thorough, conscientious, responsible, accountable and attentive to detail to ensure quality work is performed

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

**Jean Lange, Team Leader – Fire Administration – Northern Support Services
Saskatchewan Environment
Box 3003 Prince Albert, Saskatchewan S6V 6G1
Fax: (306) 953-3652
E-mail Address: jlange@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:

Branch Head

Date

Local Department Official



Saskatchewan
Environment

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Disposition of Copies:

_____ Local Notice Board
_____ Branch Head

_____ Union Office
_____ Human Resources

_____ Supervisor