



Notice of Competition for Labour Service Employees

Term (June – September)

Branch/EcoRegion: Fire Management & Forest Protection

Location: Prince Albert

Competition Number: FMFP-06-06

Union Position: YES X NO

Position Title: Operations Clerk

Headquarters: Prince Albert

Number of Positions: Two (2)

Announcement Date: May 8, 2006

Closing Date: May 22, 2006

Salary Rate: \$14.924 - \$18.702

Class Level and Occ Code: 04 PDP

Section Number: 20

Designated Employment Equity: (1) Yes (1) No

Aboriginal Ancestry: X

Persons with Disabilities: X

Visible Minorities: X

Women in non-Traditional Roles: X

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:

Provide clerical support to the Provincial Duty Officer by: gathering of receiving and documenting fire reports, responding to public inquiries, statistical information, compiling reports, reviewing information received from the field and following up on any discrepancies, entering information into various computer programs, updating fire occurrence information, operation of office equipment including computers and fax machines and filing as required. Must be willing to work shifts and weekends. **These Term positions will be for a period of approximately June 11/06 to September 30/06 (no recall rights)**

You will have knowledge of:

Must have a strong working knowledge of computer applications including operating systems, spreadsheets, word processing and email. Experience and knowledge of accounting procedures and department policies and procedures would be an asset. Also familiarity with the Internet and downloading information would be an asset. Accurately in keying data is important as well as the ability to concisely record, compose, format and edit various documents such as reports, tables and spreadsheets, summaries.

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

Elvin Reimer
Fire Management and Forest Protection Branch
Box 3003
PRINCE ALBERT SK S6V 6G1
Resume/cover letter may be sent via fax at (306) 953-3447 or email at ereimer@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:

Steve Roberts

May 4, 2006

Deb Despins

Branch Head:

Date:

Local Department Official

Disposition of Copies:

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