



Notice of Competition for Labour Service Employees

Recallable X Non-Recallable _____

Branch: Parks

Number of Positions: 1 (One)

Location: Pike Lake Provincial Park

Announcement Date: March 23, 2006

Competition Number: PIKL-05-06

Closing Date: April 6, 2006

Union Position: YES X NO _____

Salary Rate: \$14.080 - \$17.645

Position Title: Park Clerk

Class Level and Occ Code: 03PDP

Headquarters: Pike Lake Provincial Park

Section Number: 21

Designated Employment Equity: YES _____ NO X

Aboriginal Ancestry: _____

Persons with Disabilities: _____

Visible Minorities: _____

Women in non-Traditional Roles: _____

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: You will provide a range of administrative support for the park office; respond to a variety of telephone and in person inquiries by providing information and assistance to clients concerning department programs, acts, regulations, policies and procedures as well as issue receipts, permits and licenses for department programs. You will process accounts payable/revenue and petty cash disbursements.

Knowledge of: Office procedures; word processing, spreadsheets and database software.

Ability to: Respond accurately, clearly and courteously to inquiries; understand and accurately reference and apply acts, regulations, policies and procedures to program related inquiries; identify and assess problems, explore options and implement appropriate solutions using applicable policies and guidelines; compile, evaluate and organize relevant program information to respond to inquiries, produce spreadsheets and make recommendations; accurately perform mathematical applications to calculate and balance financial records such as invoices, budget information, petty cash and bank deposits; operate various office equipment such as answering machines, photocopiers, faxes, computers and printers; work independently and/or as a contributing member of a park team to complete work assignments and contribute towards a positive working environment

You will be: Organized, reliable, punctual, attentive to detail, customer service oriented and trustworthy



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

Brian Dressler, Park Supervisor, Pike Lake Provincial Park
Saskatchewan Environment
102-112 Research Dr., Saskatoon, SK. S7K 2H6
Fax: (306) 933-6973
Email: bdressler@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 a written response to their application.

Competition Approved:

Syd Barber

David Coombes

Branch Head Director

Date

Local Department Official

Disposition of Copies:

Local Notice Board

Union Office

Supervisor