



Notice of Competition

Type of position (check one):

<p><u>Labour Service:</u></p> <p><input checked="" type="checkbox"/> Recallable – FTE amount: _____</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: LLPP-02-06

Announcement Date: May 8, 2006

Branch: Parks Branch

Closing Date: May 22, 2006

Location: Lac La Ronge Provincial Park

Number of Positions: One (1)

Work address: La Ronge

Salary Range: \$ 14.080 to \$ 17.645 per hour

Working Title: Park Clerk

Grade (level): 03

CRC Required: YES: NO:

Job (occ code): PDP

Union Position: YES: NO:

Section Number (for Labour Service only): 21

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

designated for Employment Equity Group members only: YES NO

simultaneous for both Equity & Non-Equity Group members: YES NO

for the following Employment Equity Groups:

Aboriginal Ancestry YES NO

Persons with Disabilities YES NO

Visible Minorities YES NO

Women in non-Traditional Roles YES NO

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.

Particulars of Position:

Primary Job Duties: Lac La Ronge Provincial Park revenue processing, revenue remittance, issuance of camping permits at the administration office, accepting camping reservations, filing park documents, completing and faxing the summer recreation report, distribution of park forms and information to campground personnel, maintain contact with campground personnel on a daily basis (re: revenue issues), respond to park inquiries via e-mail, telephone or front counter service.

Secondary Job Duties: “back up” for Customer Service Reps during vacations to process all of La Ronge SE outgoing and incoming office mail and answering telephones.



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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.

You will have knowledge of:

Office procedures, word processing, spreadsheets and database software.

You will have the 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, punctual, reliable, attentive to detail and customer service oriented.

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

**Kevin Weatherbee
Park Area Manager
SK Environment
PO Box 5000 LA RONGE SK S0J 1L0
Fax: (306) 425-2580
E-mail Address: Kweatherbee@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