



Notice of Competition for Labour Service Employees

Recallable _____ Non-Recallable X

Branch: Parks

Location: Pike Lake Provincial Park

Competition Number: PIKL-03-06

Union Position: YES _____ X NO _____

Position Title: Sales and Service Attendant

Headquarters: Pike Lake Provincial Park

Number of Positions: 1 (One)

Announcement Date: March 21, 2006

Closing Date: April 4, 2006

Salary Rate: \$14.080 - \$17.645

Class Level and Occ Code: 03FPG

Section Number: 21

Designated Employment Equity: YES _____ X NO _____

Aboriginal Ancestry: _____

Persons with Disabilities: _____

Visible Minorities: _____

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.

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: Greeting and providing information to park visitors; collecting and processing of park fees; operation of an electronic cash register and Windows based computer programs; handling telephone inquiries; other general duties; **Evening and weekend work required.**

Knowledge of: Basic computer skills

Ability to: Respond accurately, clearly and courteously to inquiries; listen to and ask questions of upset customers; calm upset customers and respond to their concerns or complaints; operate various office equipment such as cash registers, answering machines, photocopiers, faxes, computers and printers; handle cash and prepare deposits; work independently and/or as a member of a park team to complete work assignments and contribute towards a positive working environment. Must possess a valid driver's license.

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



Saskatchewan
Environment

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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:

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

March 21, 2006

David Coombes

Branch Head Director

Date

Local Department Official

Disposition of Copies:

Local Notice Board

Union Office

Supervisor