



# Notice of Competition

Type of position (check one):

<p><b><u>Labour Service:</u></b></p> <p><input checked="" type="checkbox"/> Recallable – FTE amount: _____</p> <p><input type="checkbox"/> TERM – approx. end date: _____</p>	<p><b><u>Perm Part Time / TERM</u></b></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: <u>CYPP-02-06</u>	Announcement Date: <u>April 18, 2006</u>
Branch: <u>Parks</u>	Closing Date: <u>May 2, 2006</u>
Location: <u>Cypress Hills Interprovincial Park</u>	Number of Positions: <u>2</u>
Work address: <u>Cypress Hills Interprovincial Park</u>	Salary Range: <u>\$ 14.080_ to \$ 17.645_ per hour</u>
Working Title: <u>Sales and Service Attendant</u>	Grade (level): <u>03</u>
CRC Required: YES: <u>X</u> NO: _____	Job (occ code): <u>FPG</u>
Union Position: YES: <u>X</u> NO: _____	Labour Service SGEU Section: <u>21</u>

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

Woman in non-Traditional Role (applicable only if under-represented by 45%) YES  NO

**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.

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. Shift work and weekend work required.



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**You will have knowledge of:**

*Basic computer skills*

**You will have the 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.

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

**Brad Mason, Park Area Manager, Cypress Hills Interprovincial Park  
Saskatchewan Environment  
Box 850, Maple Creek, SK S0N 1N0  
Fax: (306) 662-5482  
Email: [bmason@serm.gov.sk.ca](mailto:bmason@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/>.

**Competition Approved:**

Syd Barber

April 13, 2006

David Coombes

Branch Head Director

Date

Local Department Official

**Distribution:**

  X   Local Notice Board        X   SGEU Office        X   Human Resources        X   Supervisor