



Notice of Competition

Type of position (check one):

<p><u>Labour Service:</u></p> <p><input type="checkbox"/> Recallable – FTE amount: _____</p> <p><input checked="" 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: DMPP-09-06

Announcement Date: May 25, 2006

Branch: Parks Branch

Closing Date: June 8, 2006

Location: Duck Mountain Provincial Park

Number of Positions: 1 (one)

Work address: Duck Mountain Provincial Park

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

Working Title: Sales and Service Attendance

Grade (level): 03

CRC Required: YES: X NO:

Job (occ code): FPG

Union Position: YES: X 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.



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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.

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

**Deb Stechyshyn, Duck Mountain Provincial Park
Saskatchewan Environment
Box 39
Kamsack, SK S0A 1S0
Fax: (306) 542-5512
E-mail: dstechyshyn@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