



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: GWPP-05-06

Branch: Parks Branch

Location: Greenwater Provincial Park

Work address: Greenwater Provincial Park

Working Title: Sales and Service Attendant

CRC Required: YES: X NO:

Union Position: YES: X NO:

Announcement Date: May 25, 2006

Closing Date: June 8, 2006

Number of Positions: 1 (one)

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

Grade (level): 03

Job (occ code): FPG

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

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; some general office and light cleaning duties. Evening and weekend work is required.

Knowledge of: Basic computer skills.



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- 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.
- You will be:** Reliable and trustworthy. Must possess a valid driver's license

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

**Kevin Coleridge, East Park Area
Saskatchewan Environment
256 – 2nd Avenue West
Melville, SK S0A 2P0**

**Fax: (306) 728-7447
E-mail Address: kcoleridge@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