

*"You don't just stumble into the future.  
You create your own future."*

Roger Smith

**FOR FURTHER  
INFORMATION, CONTACT:**

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**The Service Bureau in your area:**

La Ronge: (306) 425-4234

Meadow Lake: (306) 236-7540

Regina: (306) 787-8444

Prince Albert: (306) 953-2871

Saskatoon: (306) 933-6242

Swift Current: (306) 778-8207

**WHAT ELSE SHOULD I  
KNOW?**

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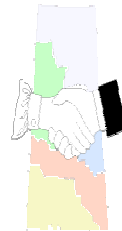
For further information on this type of  
occupation, visit the following websites:

[www.sk.hrdc-drhc.gc.ca/jobfutures/](http://www.sk.hrdc-drhc.gc.ca/jobfutures/)

[www.gov.sk.ca/psc/corecomp/default.htm](http://www.gov.sk.ca/psc/corecomp/default.htm)

*We are committed to Employment  
Equity and encourage applications from  
qualified persons of Aboriginal ancestry;  
persons with disabilities; members of  
visible minority groups and women  
seeking management and non-traditional  
roles.*

**SERVICE**



**THROUGH TEAMWORK**



**SE**

**Saskatchewan Environment**

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Fax (306) 425-2580  
January 2002

**For more information on Saskatchewan  
Environment, contact our website at:**

[www.sermweb.serm.gov.sk.ca](http://www.sermweb.serm.gov.sk.ca)

# SASKATCHEWAN ENVIRONMENT

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SERVICE BUREAU

CAREER FACT SHEET

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## INTEGRATED CLERK



Saskatchewan  
Environment

It's in your Nature.

# WHAT IS AN INTEGRATED CLERK?

Integrated clerks work within department policy and procedures to meet the Department's mandate. Their primary responsibilities include accounting, human resources, and property management functions. Integrated clerks are required to have in-depth knowledge and expertise in those three areas in order to independently perform their duties.

## ACCOUNTING FUNCTIONS

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- Integrated clerks perform various duties including gathering and analyzing financial information, preparing financial reports, working with the Service Bureau manager to prepare information packages, monitoring contracts and acting as liaison with clients, conducting audits, processing expenditures and revenue, updating and maintaining records, reconciling forms and accounts

## HUMAN RESOURCE

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- Integrated clerks liaise with other staff, the Service Bureau manager, Human Resource Financial Consultant, and the payroll unit to effectively carry out their tasks

- They provide advice and guidance on entitlements, benefits, leave, Collective Bargaining Agreement, Public Service Commission regulations, human resources policies, attendance, time certificates, etc.
- Integrated clerks coordinate preparation of staffing and the processes to follow; develop and update org charts and employee lists; perform data entry; generate various employee tracking reports; and maintain personnel files

## PROPERTY MANAGEMENT

- In this capacity, integrated clerks are responsible for processing, reconciling, and coding purchases and monthly bills; providing contract advice and assistance; researching financial, human resources, and background requests
- Other responsibilities include inventories and acquisition of office equipment, office space and CVAs
- Integrated clerks liaise with suppliers and clients; acquire office supplies; maintain the stockroom; and monitor and record CVA usage

*Imagination is a stepping stone to achievement...*

## HOW TO BECOME AN INTEGRATED CLERK

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**To become eligible for this type of position,** high school students should take classes such as Mathematics, Accounting, English, Computers, and classes related to Business Administration.

**Typically, post-secondary educational requirements for this occupation include** completion of an Office Education program and/or a Business Admin. certificate. People in this occupation typically have a combination of experience and post-secondary training, or are working towards a Certified Management Accounting diploma or a Commerce degree.

**For information on programs or classes contact the following:**

- SIAST; SITT; University of Saskatchewan; University of Regina; Northlands College; Sask. Indian Federated College

## OTHER REQUIREMENTS FOR EMPLOYMENT

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Knowledge of Department's mandate, programs and policies; knowledge of business practices; good interpersonal skills; ability to work independently and collaboratively

## TYPICAL EMPLOYERS INCLUDE

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- Provincial and federal agencies and government departments