



**Lac La Biche County**  
welcoming by nature.

## **SUMMER EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Summer Support Clerks**

Full Time Summer Positions, based on a 35 hour work week

Positions at this level, under supervision, are responsible for carrying out a variety of well-defined duties related to clerical, typing and office-related equipment operating functions requiring little initiative or exercise of independent judgment. The specific duties assigned vary according to the type of function being performed. Assignments are described in detail and are performed in accordance with clearly established procedures.

The employee in this position performs routine and non-routine clerical tasks including but not limited to a variety of reception and typing services for department: word processing, data entry, public inquiries by telephone and reception, minute recording and transcription, records management and filing. The incumbent may provide relief for other clerks in their absence.

### **Responsibilities:**

#### **Clerical Duties**

- Provides secretarial support to department staff; types, prepares or assists in the preparation of correspondence, agendas, minutes, reports, spreadsheets, forms, etc.; reviews and proof reads outgoing documents and correspondence to ensure accuracy; photocopies, files and distributes as appropriate; schedules appointments and coordinates meetings drafting agendas and notes of meetings.
- Performs a variety of clerical duties relating to specific department activities including completing work orders and other forms, preparing or assisting in the preparation of activity reports, contract/project administration files and other such records, maintains policy and other manual revisions, lists, etc.
- Maintains and files a variety of office records, including original documents for permanent safekeeping.
- Receives and processes various fees or prepares invoices for fees for such things as permits, licenses, where applicable; applies pertinent GL account codes for accounting purposes.
- Prepares or assists in preparing public meeting and statutory notices and arranges advertisement through newspaper and/or appropriate distribution by mail or delivery.
- Carries out safe work practices and adheres to safety and other work-related regulations, and observes and reports unsafe and/or insecure situations as may arise from time to time, and implements emergency procedures as directed.
- Performs backup functions and other related duties as assigned or required from time to time.

#### **Customer Service**

- Performs reception duties, including responding to telephone and/or personally presented inquiries and complaints from general public, contractors, consultants, agencies, and

other County departments regarding department activities and services; provides basic preliminary information and/or refers to appropriate parties as required.

- Maintains courteous and positive public relations with customers, including residents of the community, representatives of organizations and other County staff, by delivering quality customer service.

### **Qualifications:**

- Minimum Grade 12; Office Education Certificate preferred.
- An equivalent combination of education and experience may be considered.
- Possession of a valid Alberta driver's license and satisfactory driving record is required.
- Minimum of one year related experience in a clerical role, preferably within a government/municipal setting.
- Experience working with Bellamy is a definite asset.
- Proficient computer skills (word processing, spreadsheets, email, internet)
- Possess a high level of integrity and confidentiality
- Ability to process a high volume of information accurately within rigid deadlines
- Self-starter with the ability to work independently and in a team environment.
- Ability to function in a high stress environment, under substantial time pressures
- Strong time management, planning and organization skills with attention to detail, and follow through;
- Successful candidates will be required to provide a criminal records check including vulnerable sector, child welfare intervention check and a driver's abstract.

Candidates must currently be enrolled and returning to full time studies on a full time basis in the fall of 2018. Documentation that provides proof of current enrolment as well as identifying your status in the program, and documentation confirming that you are returning to full-time studies in the fall of 2018 must be submitted with your application. **Failure to provide documentation may disqualify you from future consideration.**

Tentative employment for these positions will be from May until completion of season.

### **Preference**

Preference will be given to qualified Lac La Biche County residents.

### **Salary range: \$16.76 – \$22.32 hourly**

- Competition number: SS02-SC-18
- Closing Date: March 11, 2018

Interested candidates are invited to forward their resume in strict confidence to:

Attention Human Resources

Lac La Biche County

Box 1679, Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533 Email: [hr@laclabichcounty.com](mailto:hr@laclabichcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.