



# North Battleford

February 8<sup>th</sup>, 2018

## **INTERNAL/EXTERNAL POSTING** **CLERICAL/RECEPTION – CSO/FIREHALL** **Permanent - Full Time** **CUPE**

The City of North Battleford is currently seeking a clerical/reception support position for the City's Community Safety Officers and Fire Hall. This position will support the CSOs and Fire Hall with administrative duties such as data entry, time sheet entry, filing and reporting.

### **DUTIES AND RESPONSIBILITIES**

- Perform a wide variety of confidential clerical, data entry, technical/administrative support training and support duties in relation to the City's Protective Services Division.
- Operating radio equipment, receiving and relaying accurate information
- Maintain budget records, filing and invoices
- Prepare regular monthly reports
- Scribing from confidential notes, drafts and verbal instruction
- Responsible for filing/scanning reports, inspection files, office files for Protective Services departments
- Responsible for filing yearly files and run reports for both departments
- Set up of inspection and installation appointments
- Data entry of inspection results
- Handling sensitive public criminal code case files
- Monthly billings for services
- Data entry of ticket information into the software program for Community Safety;
- Data entry of yard orders for bylaw
- Responsible for maintaining yard inspection schedule
- Submitting yard order invoicing and payments to city hall
- Ordering of parts, office supplies, clothing for both departments
- Minor vehicle follow-up inspection to sign-off on the violations

### **QUALIFICATIONS**

- Grade 12 supplemented by a commercial or business college diploma.
- Minimum of 1 to 3 years' office/clerical experience
- Obtain applicable level of security clearance as required by CPEC.
- Computer knowledge and experience necessary
- Accounting and bookkeeping knowledge an asset
- Public relations techniques and procedures.
- Customer service and public relations methods and techniques.
- Proven ability to effectively prioritize and organize work flow to ensure deadlines are met in a fast-paced environment;
- Excellent interpersonal and communication skills, both written and verbal;
- Proven team player experience;
- Experience with Payroll and time and attendance systems is required;
- Ability to exercise tact and discretion in dealing with sensitive and confidential information;
- Strong computer skills particularly in the use of MS Office;
- Detail oriented and ability to work to tight timelines;
- Excellent organizational skills and the ability to multi-task.

Salary: As per CUPE Agreement - \$20.26, 20,81, 21.33/hr

Applications will be accepted until February 16th, 2018 Please submit detailed resume, including references to: Human Resources Department, City of North Battleford, PO Box 460, S9A 2Y6; fax: 306-445-0411; email: [hr@cityofnb.ca](mailto:hr@cityofnb.ca)

The City wishes to thank all applicants, however, only those selected for an interview will be contacted.