



November 2020
REF#:FRA001

EXTERNAL POSTING
Regular Full-Time – OUT OF SCOPE
FRA001 – Administrative Assistant

Applications are now being accepted for the above position. The successful candidate will be the administrative assistant for the Protective Services Department located within the City of North Battleford. This position reports directly to the Director of Protective Services and will work collectively with Senior Out of Scope staff of the Fire Department/Municipal Enforcement and Emergency Management.

Duties & 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
- Preparation of monthly part-time and fulltime payroll
- Prepare regular monthly reports
- Scribing from confidential notes, drafts and verbal instruction
- Responsible for filing/scanning reports, inspection files, office files for the department
- Responsible for filing yearly files and run reports for the department
- Attend to cat trap rentals/returns
- Set up of inspection and installation appointments
- Data entry of inspection results
- Handling sensitive public criminal code case files
- Schedule training, public education sessions, and fire hall tours
- Prepare monthly invoices for MVC's, fires and/or false alarms to SGI
- Researching registered owners of vehicles through SGI, which requires government confidentiality approval

Qualifications:

- Grade 12 supplemented by an Office Administration Diploma or a combination of education and experience that is equivalent and deemed acceptable by the City
- Minimum of four to six years office experience
- Ability to type accurately at moderate speeds, producing a letter quality product
- Ability to obtain applicable level of security clearance as required by CPEC.
- Computer knowledge and experience related to Microsoft Suite program
- Accounting and bookkeeping knowledge an asset
- Effective communication skills and good public relations are essential

Salary: Salary Range: \$54,782 & Group Benefits

Commencement: As soon as possible

Job Reference #: FRA001

Please submit a detailed resume and references, quoting the job reference number, to be submitted to: Department of Human Resources, City Hall, no later than 4:30PM, December 4th, 2020 Fax: (306)445-0411, Email: hr@cityofnb.ca.

The City wishes to thank all applicants, however, only those selected for an interview will be contacted. Please note: Priority will be given to internal applicants. The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.