



Employment Bulletin (Internal/External)

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

Website:
<https://www.cityofnb.ca/>

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to Email: hr@cityofnb.ca

Please note: Priority will be given to internal applicants.

We thank all applicants for their interest; however only those selected for interviews will be contacted.

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.

The City of North Battleford has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

Clerk - Stenographer (Reception)

(37.5 Hours per week) Full-Time

The City of North Battleford has a Clerk - Stenographer position available in the Finance Department. The roles and responsibilities of this position are as follows: Front line Receptionist duties, including but not limited to; answering phones, directing calls, welcoming the public and responding to their requests/inquiries. Provide office support – photocopying, filing, typing, laminating. Processing permits such as temporary street use, parade, barricade usage and billings associated with such permits. Administration of the City's Cemeteries: Plot inventory, Plot orders, burial permits, invoicing for costs associated with burials and data entry into cemetery software and maps. Administer false alarm bylaws. Assist the Financial Department; duties to include: Handling City cash transactions, receive payments by cash, cheques and debit/credit cards. Balance cash every day includes interact, cheques, telebanking and mail cash. Checking validity of deposits from other departments and enter to the system. Provide back up for Financial Associates when necessary. Prepare invoices for review and other duties as assigned.

QUALIFICATIONS:

- Grade 12 or GED supplemented supplemented by an Office Administration Diploma or a combination of education and experience that is equivalent
- Moderate knowledge of the accounting and finance process
- Office Administration Diploma or equivalent combination of education and experience
- Proficient in Microsoft Office Suite
- Expert telephone manners and strong interpersonal skills
- Exceptional organizational & customer service skills
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally
- Ability to prioritize and manage conflicting demands
- Ability to write and format moderately complex correspondence, including memos and letters
- Must be able to work independently or effectively as a team player
- Able to maintain effective, co-operative relations with staff and the general public
- Shows initiative and enhanced work ethic that follows and supports the City's Charter of Values
- Provide a satisfactory Criminal Record Check upon hire

Competition Number:	REC002
Rate of Pay:	\$22.76 per hour
Hours of Work:	7.5 hrs/day; 37.5 hrs/week; Monday to Friday
Competition Closing Date:	October 25, 2021 at 4:00 p.m

This position is covered by the Canadian Union of Public Employees (CUPE), Local Union No. 287 Collective Agreement.