



City of Melfort
RCMP Melfort Detachment
Invites applications for the position of
CLERK STENO IV

The City of Melfort is seeking a highly-organized, customer service oriented individual with superior computer skills to fill the municipal Clerk Steno IV position at the RCMP, Melfort Detachment.

The Position:

This is a varied and complex full-time clerical position requiring some judgement calls within established procedures and regulations. This is a union position with a wage range of \$19.68 to \$21.82 per hour and a standard benefit package. Prior to start date, the successful applicant for this position must pass a detailed background security check as a condition of employment. This may take several months to process.

Education:

- Certificate from a recognized Business School
- Two years related experience
- An equivalent combination of education and experience

Qualifications:

- Ability to deal courteously and effectively with the public.
- Possess knowledge and ability to work efficiently and independently in a computerized environment.
- Excellent Word, spreadsheet and e-business skills.
- Skill in typing rapidly and accurately.
- Various customer service duties and office tasks, including reception, information processing and operation of standard office equipment.
- Ability to maintain records with accuracy and prepare reports.
- Ability to understand complex oral and written instructions.
- Training will be provided for specialized RCMP database programs.

Please submit resume by Friday, October 13, 2017, to:

Heather Audette, City Clerk
City of Melfort
202 Burrows Avenue West
Box 2230, Melfort, SK S0E 1A0
Ph: 306-752-5911
Fax: 306-752-5556
h.audette@cityofmelfort.ca

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