



Lac La Biche County
welcoming by nature.

EMPLOYMENT OPPORTUNITIES



CASUAL CLERK POSITIONS

Lac La Biche County is seeking full time term and casual clerk positions to assist with the administrative needs of several departments, on an as needed basis. The hours and duties would vary according to the department seeking the assistance, but would generally include:

- General office duties, including answering phones, taking/transferring messages, taking minutes, filing, etc.;
- Assisting in the drafting and preparation of correspondence, reports;
- Assisting in the preparation and distribution of program reports including documents, agreements, approvals, and/or spreadsheets, as required;
- Assisting with compiling statistics; computer compilations and department reports;
- Helping organize and deliver County special events;
- Assisting with front counter and telephone inquiries as required.

Qualifications:

- Minimum Grade Twelve education &/or post secondary education.
- One to two years experience working in an office environment;
- Previous municipal government experience would be an asset;
- Must be proficient in Microsoft Office, Word, Excel and Outlook;
- Ability to multitask and the willingness to move from project to project is essential;
- Superior analytical and organizational skills, along with a high level of professionalism in public relations is required;
- The successful candidate will be required to provide a pre-employment medical assessment, criminal records check, vulnerable sector check and a driver's abstract.

Salary range: \$15.53-24.18 per hour

Salary is to commensurate with experience and qualifications.

Competition Number: 12-SC-05-LC

Closing Date: February 10, 2012

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

Phone: Debbie Menard at 780-623-6770

Fax: 780-623-3510

Email: hr@laclabichedcounty.com

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