



Competition No.: 2017-17 Hours of work: No guarantee of hours  
Close Date: Open until filled Remuneration: \$17.08  
Locations: Culture, Recreation and Green Transportation

## **Culture, Recreation & Green Transportation Department - Casual Clerical**

### **Description:**

The City of Selkirk is accepting applications for casual clerical support for the Culture, Recreation and Green Transportation Department.

### **Responsibilities & Duties**

- Receive telephone calls and direct to appropriate supervisory staff.
- Perform typing of all correspondence, reports, forms and contracts.
- Perform the cashier function consisting of: accepting payment of accounts; issuing receipts; maintaining duplicate receipts on file; balancing cash receipts on a daily basis; maintain the petty cash account.
- Maintain the department filing system for filing of correspondence, etc... plus preparation and submission of material to archives.
- Ensure that important notices are prepared, reviewed and posted in public places, newspapers and City facilities as directed.
- Compile all weekly, monthly and annual reports and forward to appropriate Department Heads
- Control office inventory supplies.
- Process incoming and outgoing mail.
- Prepare accounts receivable statements for processing by the Finance Department.
- Scheduling and coordinating of all facility/service rentals.
- Maintain and update the Community Digital Signs.
- Perform other related duties as may be assigned.

### **Required Education and Training:**

- Grade 12 diploma
- Administrative Assistant Course Diploma or College/University Education in related field
- One (1) year office experience
- Proficient in using Microsoft Office programs specifically Excel, Word and Outlook, as well a researching information on the internet
- Ability to type forty (40) words per minute
- Effective oral & written communication skills
- Must possess excellent organizational, time management and filing skills
- Ability to work in a team environment
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Policy
- Provide a Clear current Criminal Record Check
- Must be bondable

**Comments:**

This opportunity is open to all applicants. Work performed within the Culture, Recreation and Green Transportation Department is applicable to union dues, but is not entitled to any other benefits or entitlements under the Collective Agreement except for Article 24.

Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Applicants scheduled for an interview are to be advised that selection testing may be applied to verify computer competence and written communication skills.

Thank you to all who apply, however, only those candidates selected for selection testing and interviews will be contacted.