**DEVELOPMENT CLERK**

The District of Lakeland No. 521 located in the heart of cottage country at Christopher Lake, Saskatchewan is accepting applications from qualified individuals to fill a newly created position of Development Clerk.

This is a new full time position reporting to the Development Officer, the District requires a highly motivated and organized individual with excellent public relation skills. The successful applicant will have the ability to work without supervision and incorporate time management skills to complete tasks within a deadline as required. The successful applicant must have a Grade 12 Diploma with practical office experience and computer skills including knowledge of Word and Excel.

Duties and responsibilities include, but are not limited to, the following: responding to telephone and email enquiries, filing and photocopying, updating of forms, follow up and collection of information on incomplete development & building permit applications, liaising with the public in an advisory capacity, interpreting the Zoning Bylaw and Official Community Plan, ensuring bylaw provisions are met for docks, business licensing and trailer licensing as well as other duties as assigned by the Development Officer or Administrator. Salary will commensurate with experience. Benefits package provided.

Further information on the position may be obtained by contacting the District Office at (306) 982-2010 or at office@lakeland521.ca.

Applications marked “Development Clerk” will be accepted until 4:30 p.m. on Friday, May 4, 2018 and may be mailed to the following address:

 **District of Lakeland No. 521**

 **Box 27**

 **Christopher Lake, SK S0J 0N0**

**Email: Office@Lakeland521.ca**

**Fax: 306-982-2589**