



SEASONAL PERMIT CLERK POSITION



Lakeland District Protective Services (LDPS) is accepting applications for a seasonal full-time **Permit Clerk**. This summer position is to assist in several special projects for the summer 2021 while providing additional support in the municipality's operations attending to the application of municipal law, regulations, licencing, permits, land use and environmental compliance.

This 16-week position is anticipated to have a start date in mid-May pending support from the Canada Summer Jobs program.

The successful candidate will be a strong team player, bringing enthusiasm, be highly motivated, be able to carry out tasks independently and have a proficiency in oral and written communication skills. You shall have excellent public relation skills, be organized and be able to meet assigned deadlines. Ideally you will have at minimum a Grade 12 Diploma with practical office experience and computer skills including knowledge of digital technology, and the use Word and Excel.

Reporting to the Development Officer you shall work 37.5 hours per week including some weekends. You shall be required to undertake light physical work including walking over varied terrain, lifting up to 5 kilograms, and working outdoors. Other duties that may be assigned include responding to inquiries by the public, interpreting municipal bylaws, process permits, and filing and related office work.

This position requires a valid driver's licence (Saskatchewan Class 5 minimum). Candidates contacted for an interview shall be required to provide a recent Criminal Record Check including a Vulnerable Sector check.

Please submit a covering letter, with your resume, clearly identifying and reflecting on your knowledge, skills and abilities that meet, or exceed, the requirements of this position.

This position is headquartered out of the Administration Office located in Christopher Lake, Saskatchewan and has a starting rate of pay of \$18.38 per hour.

Interested applicants are asked to forward their information on or before 1:00 pm, April 16th, 2021 in confidence to: email LDPS@LD-PS.ca via facsimile at 306-982-3121 by mail to;

2021 Jobs
Lakeland District Protective Services
Box 208
Christopher Lake, SK S0J 0N0

Or by hand delivering your packing **in a sealed envelope** to the Administration Office at 48 – Main Street West, Christopher Lake addressed to “2021 Jobs – LDPS”

We thank you for expressing interest in this position. Only those considered for an interview shall be contacted.