



Parkland County  
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employment@parklandcounty.com

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Interested candidates are invited to forward their application/ resume, quoting the Competition Number by mail, fax or e-mail.

Parkland County has a Smoke-Free Workplace Policy in Effect.

Parkland County has a nepotism policy in effect which limits the consideration of employees' relatives for employment. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

# Employment Bulletin

With a population of 30,089, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

## **POUND KEEPER**

(Temporary, Part-time)

Parkland County has a Temporary, Part-time Pound Keeper position available in Community & Protective Services (Bylaw Services) until July 30, 2010. Reporting to the Supervisor, Bylaw Enforcement, you will perform maintenance duties in the pound facility and provide general care to impounded animals. You will assist in the release and adoption of impounded animals. You will also provide clerical duties for the pound and perform other duties as assigned. You will possess well developed interpersonal skills, provide exceptional customer service, demonstrate effective conflict management and public relations skills and work under minimal supervision.

### **QUALIFICATIONS:**

- Successful completion of Grade 12.
- One year experience in animal health and behaviour plus one year clerical experience is required. Equivalencies will be considered.
- Proficiency in computer applications including Microsoft Office.
- Valid Class 5 Driver's License. A current Driver's Abstract must be provided.

<b>Competition Number:</b>	10-06INT
<b>Rate of Pay:</b>	\$18.23 per hour ( <b>Currently Under Review</b> )
<b>Hours of Work:</b>	Monday, Wednesday, Friday & Saturday (12 hours/week)
<b>Competition Closing Date:</b>	Wednesday, January 20, 2010, at 4:30 p.m. however, this competition will remain open until a suitable candidate is found.

Further information concerning this position can be obtained by calling Randy Shermack, Supervisor, Bylaw Enforcement at 780-968-8400 extension 8258.

This position is covered by the International Union of Operating Engineers, Local Union No. 955 Community Peace Officer Unit Collective Agreement.