



Parkland County
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Parkland County, AB T7Z 1R1

Telephone: (780) 968-8888
Toll-Free: 1-888-880-0858
Fax: (780) 968-8413

Website:
www.parklandcounty.com

E-mail Applications/Resumes to:
employment@parklandcounty.com

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.

Applications/Resumes are accepted until 4:00 p.m. on the specified competition closing date.

Employment Bulletin

With a population of 29,679, 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:

SECRETARY, AGRICULTURAL/RECREATION SERVICES

(Permanent, Full-time)

Parkland County has a Permanent, Full-time Secretary position available in the Agriculture and Recreation Departments. Reporting to the Manager, you are the initial contact with public, and will direct inquiries to the appropriate department staff. You will provide word processing, data entry, filing, telephone/public reception, and photocopying for departmental staff. This position may be required to work outside of regular office hours to assist with special events.

QUALIFICATIONS:

- High School Diploma supplemented by post secondary secretarial training or equivalent.
- Experience in an office environment, preferably in local government.
- Strong interpersonal skills and the ability to remain calm in the presence of ambiguous & challenging situations.
- Proficiency with computers and applications (Microsoft Office).
- Ability to work effectively in a team environment.
- Excellent previous work and attendance record.
- Familiarity with rural land/agricultural issues and related legislation is an asset.

Competition Number:	07-17INT
Rate of Pay:	\$34,606 to \$42,035 per annum
Hours of Work:	7 hours/day; 35 hours/week
Competition Closing Date:	Wednesday, March 21, 2007, at 4:00 p.m.

Further information concerning this position can be obtained by calling Mark Cardinal, Manager, Agricultural Services, at (780) 968-8436.