



Parkland County  
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Parkland County, AB T7Z 1R1

Telephone: 780-968-8888  
Toll-Free: 1-888-880-0858  
Fax: 780-968-3232

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.

# Employment Bulletin

## **TEMPORARY AND CASUAL SECRETARIAL / CLERICAL SUPPORT**

*Are you an experienced receptionist or secretary?*

*Are you proficient with computers?*

*Are you looking for the opportunity to work on a casual or temporary basis close to home?*

Parkland County requires qualified individuals for temporary secretarial/ clerical help in various departments from time to time. Our need is the greatest over the summer months. We are actively seeking candidates who are available on an ongoing casual basis, short-notice, or available over the summer (pre-booked in advance) to provide temporary secretarial/clerical assistance in various departments.

We are looking for several candidates who wish to be placed on the County's "Casual Secretaries" call list, for immediate opportunities, and into the future. We are particularly interested in candidates who have flexible schedules with minimal other employment obligations (no full-time job-holders please)!

You will be responsible for phone reception, scheduling meetings, greeting visitors, editing, typing, or formatting documents, and filing on an as required basis, reporting in most cases to a department manager. You will also have:

### **QUALIFICATIONS:**

- Superior reception, interpersonal, communications, & telephone skills
- Proficiency with computers (*Microsoft Office – Excel, Word, Outlook*)
- Excellent administrative (keyboarding, proof-reading, filing) skills
- Knowledge of the County and the services it provides
- Previous secretarial/ reception experience, within the public (municipal) sector preferred
- Availability for call-in, or pre-scheduled booking on an ongoing basis

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Salary Range:</b>  | Varies. Minimum \$20.47 per hour |
| <b>Hours of Work:</b> | 7 hours/day                      |

Further information concerning this position can be obtained by calling Jocelyn Slobodian, Secretary, Human Resources, at 780-968-8888, ext. 8203.