

Clerk-Steno 7

Community Services Department
Recreation & Community Development Division

(Permanent full-time)

Posting No. 234(59)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Prepares a variety of documents, including confidential reports, manuals, newsletters, web documents, PowerPoint presentations, etc.
2. Enters data into various databases, ensures its accuracy, and produces reports, contracts and labels.
3. Develop and maintain spreadsheets for various programs and services including program registrations, summer staff hiring, community program summaries and supplies inventories.
4. Screens in-person and telephone inquiries and determines appropriate initial action.
5. Acts as recording secretary for variety of staff meetings and, as required, for meetings with various other groups.
6. Coordinates and provides administrative support services, including ordering office supplies to maintain inventory levels and ordering courier services, for the Division.
7. Provides administrative support to the summer playground program, including arranging and booking interviews, tracking certifications, entering summer attendance forms and registrations, and entering payroll information into the employee scheduling system.
8. Maintains records of office expenditures, e.g. supplies, courier service and photocopying, for budget estimates.
9. Maintains the centralized office filing system, including confidential documents.
10. Arranges and confirms appointments for the Division.
11. Sorts and distributes incoming and outgoing mail.
12. Performs other related duties as assigned.

QUALIFICATIONS:

- Grade 12 education.
- Graduation from a recognized business college.
- Typing speed of 55 w.p.m.
- Two years' diversified experience in general office procedures.
- Considerable knowledge of business English and arithmetic.
- Considerable knowledge of modern office practices and procedures.
- Ability to take accurate minutes of meetings.
- Ability to make arithmetic calculations rapidly and accurately.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to work with minimum supervision and to prioritize duties and responsibilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to maintain confidentiality.
- Demonstrated skill in the use of a computer using the Microsoft Office Suite.

SALARY:

\$3,734.30 to \$4,117.10 per month (2016 rates)

CLOSING DATE:

Wednesday, May 31, 2017