



## Employment Opportunity Fire Protective Services Clerk

[www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

Smoky Lake County invites qualified candidates to apply for the part-time permanent position of **Fire Protective Services Clerk**. Reporting to the County Fire Chief, under the supervision of the Deputy Fire Chief, the Fire Protective Services Clerk provides confidential clerical and administrative support for the Smoky Lake County Fire Protective Services Department.

**Position Summary:** This permanent part-time union position requires a competent, motivated individual to provide a variety of clerical and administrative duties for the Fire Protective Services Department three days a week.

### Key Responsibilities Include:

- Assist in the preparation of meeting agenda packages which may include drafting agendas, compiling "Requests for Decision" documents, and preparing presentations for Councils and other committees.
- Prepare letters, memos, agreements, contracts, meeting notes, advertising, and promotional materials.
- Provide accurate record keeping for Personnel Files; including information relating to Paid on Call (POC), statistics, and recruitment.
- Assist with course/event registrations and accommodation bookings, training aid orders, and record maintenance of departmental training and related expenses.
- Monitor and maintain department related documentation to issue invoices for payment.
- Complete data entry into the GIS database to map the locations of previous fires, collisions, medical calls and fire permits.
- Assist in coordination of the County's fire related public education events.
- Maintain confidentiality of sensitive and privileged information.
- Respond in a timely, accurate manner to questions or inquiries from the public regarding departmental matters, referring inquiries of a more complex nature to the appropriate supervisor or staff member.
- Understand and adhere to the policies, principles and practices of OHS legislation, and the County's requirements.
- Maintains related social media page postings under the direction of the Fire Chief or designate.

### Credentials Required:

- Post-secondary Office Administration certificate or diploma program with a minimum of two (2) years' experience in an office administration setting; an equivalent combination of experience and education may be considered.
- Strong organizational skills.
- High degree of accuracy in word processing (MS Word), spreadsheets (MS Excel), as well as data-entry experience.
- Ability to maintain effective working relationships with volunteers, municipal officials and other employees.
- Ability to maintain confidentiality of matters as required and working knowledge of the FOIP Act.
- Ability to work well under pressure and meet deadlines while continuing great attention to detail.
- Awareness of procedures, practices and regulations involved in the operations of municipal government.
- Satisfactory Vulnerable Sector Criminal Record Check.
- Valid Class 5 driver's license with satisfactory abstract.

The wages and benefits for the position are based on the Canadian Union of Public Employees (CUPE) Local 4575 Collective Agreement, under the job classifications of Clerk 1.

Qualified candidates are encouraged to submit a cover letter and resume, in confidence, to the undersigned by **2:00 p.m. on July 29, 2022**. The competition may remain open until a suitable candidate is found.

Scott Franchuk – Fire Chief, Smoky Lake County,  
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