

# CLERK-STENO – 1 Year Term

The City of Moose Jaw is seeking to fill a temporary full-time Clerk-Steno position in the Department of Public Works & Utilities for the duration of 12-18 months. Under the direction of the Director of Public Works & Utilities, the Clerk-Steno is responsible for the performance of the following duties:

- Type correspondence, dictation, reports, forms, etc. and operate office equipment
- Answer telephone and radio calls
- Assist in scheduling transit drivers
- Inputting and assigning public requests for service
- Maintain departmental filing and retrieval system
- Receive and prepare payments

Qualified applicants will possess:

- Grade 12 education and Office Education or equivalent from a recognized program of study
- 1 year of experience in an administrative/secretarial capacity
- Accurate word processing/typing skills at 60 words per minute
- Experience with Windows based systems and various Microsoft Office programs including Outlook, Word, Excel and PowerPoint
- Strong clerical and organizational skills
- Strong communication skills
- Ability to multitask and prioritize priorities

Salary: \$42,492 annually

Please submit a resume prior to 5:00 p.m. October 15, 2021, with names of references and clearly indicating Competition #21-42 to:



City of Moose Jaw, Human Resource Services  
Fax: (306) 694-4517 or  
E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)

*We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.*