

## SENIOR ASSISTANT FIRE MANAGEMENT CLERK

**Organization:** Ministry of Natural Resources and Forestry

**Division:** Aviation, Forest Fire and Emergency Services

**City:** Kenora

**Job Term:** 1 Temporary seasonally recurring contract for up to 9 months (January to November)

**Job Code:** 06OAD - Office Administration 06

**Salary:** \$22.60 - \$26.11 Per Hour\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

**Posting Status:** Open

**Job ID:** 157987

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**Effective, January 1st, 2021 the correct salary range for this position will be \$22.83 to \$26.37 per hour in compliance with OPSEU collective agreement provisions**

Are you a highly organized, service driven team player, able to thrive in a dynamic and fast paced environment?

If this describes you, then you are the ideal candidate for this exciting opportunity where you will provide clerical support to the Kenora Fire Management Team.

**PLEASE NOTE: This job requires working weekends, statutory holidays, and extended hours and to be away from home on temporary assignments for periods of approximately 19 days during periods of escalated fire activity.**

What can I expect to do in this role?

You will:

- provide a variety of administrative and clerical support
- receive, respond and direct enquiries
- update and manipulate data in various databases
- operate complex computer-aided telecommunications equipment
- arrange for travel, accommodations and meals for visiting staff and fire crews
- provide customer service to internal and external clients
- provide a variety of administrative functions on field fire assignments

How do I qualify?

**Mandatory Requirements:**

- You have a valid Restricted Radio/Telephone Operator's Certificate or the ability to obtain
- You have a valid class G Driver's Licence
- You have the ability to work weekends, statutory holidays, extended hours and to be away from home on temporary assignments for periods approximately 19 days during periods of escalated fire activity

**Administrative Skills:**

- You have experience providing administrative and clerical support
- You have knowledge and experience of administrative and office procedures, practices, and guidelines
- You have a proven ability to interpret and apply relevant legislation, and program policies and procedures
- You have the ability to make arrangements for meetings, travel, accommodation and meals
- You are familiar with office equipment and mail procedures

#### Customer Service and Communication Skills:

- You have experience with telephone operations and etiquette to provide effective customer service
- You have demonstrated interpersonal and communication skills to interact with staff and clients, and respond to a variety of inquiries
- You have experience working with radio procedures and equipment operations

#### Analytical and Organizational Skills:

- You have analytical skills and judgment to identify and resolve problems
- You have demonstrated ability to determine priorities, organize work and meet deadlines
- You have demonstrated ability to work independently in a fast-paced, high volume team environment with minimal supervision
- You have a high level of accuracy and attention to detail

#### Computer Skills:

- You have a high degree of proficiency with computers and various software applications including word processing, spreadsheet, database, email, and internet
- You have data entry skills to input, track and retrieve information

### Additional Information

#### Address:

- 1 Temporary - Seasonal, duration up to 9 months, 1789 Airport Rd, Kenora, North Region

**Compensation Group:** Ontario Public Service Employees Union

**Schedule:** 3.7

**Category:** Administrative and Support Services

**Posted on:** Tuesday, January 5, 2021

#### Note:

- N-NR-143381/19

### How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.

5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.**

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Tuesday, January 19, 2021 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the [Ontario Human Rights Code](#) .**