

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

ADM026182 - Program Assistant - Saskatchewan Firearms Office

Ministry: Executive Government>092 Firearms Secretariat

Grade and Job: SGEU.06., POM - SGEU

Salary Range: \$26.002 - \$32.589

Approved Rate: \$32.589 per hour.

Key Responsibilities of position:

The Firearms Secretariat is mandated to administer the Federal Firearms Act and ensure safe and proper regulated licensing, transporting and carrying of firearms within the province. The Program Assistant role is paramount in assisting the entire unit in achieving and enhancing public safety through safe, responsible and efficient firearms administration in Saskatchewan. Reporting to the Operations Coordinator, the Program Assistant is responsible for office management/ administration within the SFO office. You will be client service orientated, providing services and information to Firearms Officers, the office, clients, third parties, businesses and organizations, and you will work closely with the RCMP, police and court services (providing legal documents). You will be an excellent multi-tasker with keen attention to detail and superb prioritization skills. You will have exceptional interpersonal and communication skills, both verbally and in writing, that assist in problem solving and resolving issues independently and under pressure with demanding timelines where effective judgement is paramount.

This position is also responsible for:

- General administrative functions (e.g. purchasing office supplies, filing, incoming and outgoing mail processing, phone inquiries);
- Providing information and assistance to the general public;
- Developing various documents/reports and court/legal correspondence (policies, protocols, electronic/hard copy documents) under ATIP and Freedom of Information (FOIP), and storage;
- Tracking and monitoring cases and incidents, expenditures and other;
- Processing documentation (e.g. applications, decision letters, court outcomes);
- Review, interpret policies/legislation and assessing risk;
- Accounting and finance (expenditures, invoicing, tracking); and
- Auditing services for continuous improvement processes

Qualifications of person Appointed:

- 24 years working in a police environment in administration, communications & as an analyst
- RMS, CPIC, and CJIMMS systems training
- FOIP Training
- 51 other courses related to policing

Submit challenges to staffing@gov.sk.ca

Closing Date: April 7, 2026