

SGEU Up-in-Range

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

Permanent Full-time

ADM025777 - License Clerk

Ministry: Executive Government>013 Saskbuilds and Procurement

Grade and Job: SGEU.04., PDP - SGEU

Salary Range: \$22.295 - \$27.939

Rate Approved: \$24.079 per hour

Key Responsibilities of position:

The License Clerk performs several duties such as: licensing CVA fleet vehicles, ordering and distributing new and replacement fleet fuel cards, handling ticket reminder/summons, entering vehicle transfer documents, and other general office duties. The successful candidate will have:

- knowledge of office and/or administrative procedures, protocols and equipment.
- the ability to clearly and accurately (verbally and in writing) provide/exchange information/explanations on issues, policies, and procedures with clients, co-workers and work related contacts in a manner appropriate to the audience.
- knowledge of and ability to use applicable computer applications such as word processing, communications, and spreadsheet software.
- the ability to accurately reference, understand and appropriately apply acts, regulations, policies, procedures and agreements as part of daily operations.
- the ability to extract, organize and compile information for accurate reports.

The successful candidate is required to acquire and maintain a working knowledge of current policies, regulations and legislation that pertain to the duties of this position.

Qualifications of person Appointed:

- 2+ years admin/office experience including with the licensing system (SAM) processing vehicle permits
- Excellent knowledge of the regulations and policies

Submit challenges to staffing@gov.sk.ca

Closing Date: December 5, 2025