

SGEU Up-in-Range

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

Permanent Full-time

ADM026079 - Client Services Clerk

Ministry: Executive Government>092 Firearms Secretariat

Grade and Job: SGEU.05., PSC - SGEU

Salary Range: \$24.079 - \$30.174

Rate Approved: \$30.174 per hour

Key Responsibilities of position:

As a Client Services Clerk, you will: Provide timely, accurate, and professional assistance to the public regarding: The Saskatchewan Firearms Verification and Appraisal System (FVA); and Other provincial firearms programs and services delivered by the SFO. Respond to inquiries in person, over the phone, and through email with tact, diplomacy, and attention to detail. Support relationship-building with Indigenous and Métis organizations, working within the frameworks established in Memorandums of Understanding between the SFO and these partners. Enter, update, retrieve, and verify information using various software programs and databases with a high degree of accuracy. Maintain manual and electronic filing systems, records, databases, and tracking tools in accordance with ministry standards and privacy requirements. Prepare, format, and proofread correspondence, forms, and reports. Receive, sort, and distribute mail and documents. Operate and maintain office equipment, including multi-line telephone systems, printers, scanners, and photocopiers. Represent the SFO at tradeshow and public events Perform additional administrative duties to support efficient branch operations.

Qualifications of person Appointed:

- 35 years firearms experience;
- 20 years hunting experience;
- 25 years direct customer service experience; and
- Relevant administrative experience - 6+ years; and
- Possession and Acquisition License.

Submit challenges to staffing@gov.sk.ca

Closing Date: March 27, 2026