

### **SGEU Up-in-Range**

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

Permanent Full-time

ADM026082 - Video Reviewer

Ministry: Executive Government>073 Corrections Policing and Public Safety

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

Salary Range: \$24.079-\$30.174

Rate Approved: \$27.084 per hour

#### **Key Responsibilities of position:**

This position requires the ability to accurately record activity from surveillance video. Assist the Office Manager/Registrar with administrative duties including creating files for investigation under the Safer Communities and Neighbourhoods Act. Monitor radio and GPS systems and record verbal communications during surveillance projects. Surveillance video viewed may contain sensitive material that some may find disturbing.

#### **Qualifications of person Appointed:**

- Grade 12 Diploma;
- Various certificates for Administrative Assistant training;
- Over 17 years of relevant admin experience; and
- Supervisory experience handling sensitive information.

Submit challenges to [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca)

**Closing Date: March 27, 2026**