

City of Meadow Lake

Clerk I (Protective Services)

Full-time, Permanent



Duties:

The Protective Services Clerk provides administrative support for the Bylaw Enforcement and Fire Departments, as well as Emergency Management Operations.

- Maintains a variety of tracking systems for both Bylaw and Fire
- Prepares and contributes to work orders and other municipal databases
- Prepares disclosure packages for court
- Prepares payroll documents for the Fire Department
- Administers accounts receivables for the Fire Department
- Receives and processes permit applications
- Prepares correspondence
- Processes the Humane Society reports
- Assists in processing paperwork for emergency operations
- Maintains a variety of filing systems both physically and digitally
- General office and other duties as assigned

Required Qualifications

Education & Certifications

- High School Diploma or equivalent

Experience

- 1+ years previous experience in a similar environment

Knowledge, Skills & Abilities

- Exceptional communication skills (both verbal and written)
- Highly organized with good time management skills
- Able to manage multiple priorities in a deadline driven environment
- Able to report to multiple leaders
- Able to work with frequent interruptions
- Excellent working knowledge of Microsoft Office programs

Hours:

- 8:00AM-5:00PM, Monday-Friday

Wage:

- \$24.98/hr (2026) as per the collective agreement

Application Instructions:

Please submit your resume to the attention of Joe Hallahan, Community Safety Officer. Resumes are to be submitted via email to hr@meadowlake.ca with the job title in the subject line.

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.

Application Deadline: October 18, 2026