



## Village of Fort Simpson

# EMPLOYMENT OPPORTUNITY

## BYLAW OFFICER

### FULL-TIME POSITION

- This is a full-time permanent position

### QUALIFICATIONS

- Completion of a post-secondary college level Law Enforcement Degree or equivalent.
- Valid NWT Driver's License.
- Must have good working knowledge of Microsoft office Suite; Word, Excel, PowerPoint.
- Effective written communication skills
- Ability to work with the public in a professional and friendly manner.
- Must possess strong organizational skills.

### DUTIES

- Provide public education and awareness and promote safety in order to reduce the incidence of accidents, emergencies and bylaw infractions.
  - Enforce municipal bylaws in order to ensure a safe environment for community members.
  - Attend and present information to court.
  - Complete administrative tasks as required.
  - Perform other related duties as required.
- (A complete job description can be obtained at the Village Office)

### SALARY

- This is a unionized position and is compensated at Range 5 (\$33.93-\$37.44/hr) of the Collective Agreement, plus benefits.

### CLOSING DATE

- OPEN UNTIL FILLED

Criminal Record Check Required

### APPLICATIONS/RESUMES

**Mail:** Kevin Corrigan, Senior Administrative Officer  
Village of Fort Simpson  
Box 438, Fort Simpson, NT, X0E 0N0

**Email:** kcorrigan@fortsimpson.com

**Fax:** (867) 695-2005

**In Person:** Village Office, 9401-100<sup>th</sup> Street, Fort Simpson, NT

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**