

# Manitoba Government Job Opportunities

## Crown Land Coordinator

### CL4 Clerk 4

Regular/full-time

Economic Development, Investment, Trade and Natural Resources  
Lands and Planning Branch, Stewardship and Resource Development  
Neepawa MB

**Advertisement Number:** 42271

**Salary(s):** CL4 \$51,141.00 - \$58,252.00 per year

**Closing Date:** April 15, 2024

**The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).**

**Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.**

**Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay. An eligibility list may be created for similar positions, term or regular and will remain in effect for 12 months.**

### Introduction

The Manitoba Government has a comprehensive benefits package, which includes extended health, health spending, dental, vision, long-term disability, supportive employment program, maternity and parental leave, and a defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers).

**To be considered for this competition you must submit your resume and application form. See below for further instructions.**

**[PLEASE CLICK HERE TO ACCESS APPLICATION SCREENING FORM](#)**

### Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be willing to travel with occasional overnight stays
- Must have a valid Manitoba Class 5F Drivers License
- Must be capable of lifting 30 lbs (14 kg)

### Qualifications:

#### **Essential:**

- Postsecondary education related to land use, agriculture, science, environment, legal or administrative assistant, and/or in records management, or an equivalent combination of education, training and experience.
- Experience in reviewing applications, circulating and collating comments as part of an application review process.
- Strong written communication skills with experience drafting, reviewing, editing, and managing correspondence such as (but not limited to) letters, memos, forms and legal documents, agreements with accuracy and attention to detail.
- Ability to collect, analyze, and summarize data from a variety of sources using sound judgement and analytical skills.
- Experience handling sensitive and confidential documents and information.
- Excellent verbal communication skills with the ability to speak in a clear and concise manner.
- Excellent organizational and time management skills with the ability to work in a high pressure and time sensitive environment.
- Strong interpersonal skills to work with internal and/or external colleagues, clients and stakeholders.
- Proficient using Microsoft Office applications (Outlook, Word, Excel, and PowerPoint).

### Duties:

Reporting to the section manager, the incumbent undertakes file research, analysis, and provides support to enable effective decisions. As part of a team, the incumbent also provides general reception, responses to public inquires, manage electronic and manual records, and assists with the preparation of issue papers, policies, and Orders In Council. The work involves a high degree of collaboration, initiative, planning, attention to detail and strong communication (written and verbal) skills.

**Apply Now:**

Advertisement # 42271  
Talent Acquisition  
Human Resource Services  
600-259 Portage Avenue  
Winnipeg, MB, R3B 2A9  
Phone: 204-945-7518  
Fax: 204-945-0601  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

—

**People. Purpose. Progress.**

[manitoba.ca/govjobs](http://manitoba.ca/govjobs)



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

**Alternate formats available upon request**