



**Motor Carrier Licensing Clerk (Halifax – 18-Month Term position)
Competition # UARB 05-20**

PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY

The Nova Scotia Utility and Review Board (NSUARB) is an independent quasi-judicial tribunal with broad regulatory and adjudicative jurisdiction over a wide scope of subject areas. More information on the Board can be found [here](#).

This is an 18-month term position. Should it become necessary to fill the position permanently the incumbent would qualify to be considered for appointment.

We are looking for a Motor Carrier Licencing Clerk to join our professional team. Using your strong organizational, communication, and computer skills, you will have primary responsibility for administration and licensing of public passenger carriers who operate in the province.

This may be the right opportunity for you if you have the following skills and experience:

About You

You are:

- detail-oriented and enjoy working in a professional team environment.
- an organized self-starter with the ability to work independently.
- able to prioritize tasks and work within tight deadlines.

Responsibilities include, but are not limited to, the following:

- Receive, review and process various types of license applications and amendments.
- Issue new or amended license certificates, plates and renewal stickers for approved vehicles; receive and process applications to replace lost plates; transfer or delete vehicles/plates from licenses.
- Collect and file insurance certificates.
- Monitor computer system data, documents, and license files to ensure they are complete and correct.
- Create and issue invoices for license fees, issue receipts for payments, and coordinate processing with finance staff.
- Assist carriers, industry stakeholders, and the public regarding motor carrier law, regulations, practices, and procedures.
- Assist enforcement officers and other government agencies.
- Answer telephone calls, and exercise initiative in directing and assisting callers.
- Assist other staff in processing other types of applications and appeals.
- Occasionally, assist at Board hearings.
- Provide reception relief; and other duties as assigned.

Qualifications required:

Academic and technical:

- Minimum 3 years of post-graduation experience in a general administrative role.
- High level skills in word-processing, including proficiency in MS Word
- A good working knowledge of other types of computer applications -- such as MS Excel-- databases, and document management programs (e.g. OpenText eDocs/DM).
- Excellent grammar and proofreading skills.

Personal:

- Strong verbal and written communication skills are essential, as are strong interpersonal skills, in effectively interacting with the public, Board Members, staff, and stakeholders.
- Excellent attention to detail.
- Able to appropriately identify and deal with confidential and sensitive information
- Possess a “can do”, results focussed attitude, and be a proactive problem-solver.
- Able to exercise tact, discretion and sound judgment.
- Able and willing to learn and maintain proficiency with various equipment and software.
- Be flexible and able to adapt to changing work requirements as working conditions may included irregular hours (e.g., when supporting Board hearings)
- Fluency in written and oral French would be an asset.

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or covering letter how you meet the qualifications and requirements for this position.

Salary Range: \$1,477.21 to \$1,840.91 bi-weekly (depending on qualifications and experience).
In addition, the NSUARB offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of reference checks, criminal background checks, and verification of your credentials.

Closing date for applications is **4:30 pm, September 25, 2020**.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. All applicants who are members of an employment equity group are encouraged to self-identify. As a designated public institution under the French-language Services Regulations, the Nova Scotia Utility and Review Board encourages members of the Acadian and francophone community to consider applying for these positions.

Comme institution publique désignée en vertu de la Loi sur les services en français, la Commission des services publics et de révision encourage les membres de la communauté acadienne et francophone à soumettre leur candidature.

The NSUARB supports equity in employment. Applications received after the closing date will not be considered. Information about the Nova Scotia Utility and Review Board can be found by visiting our website at: [Nova Scotia Utility & Review Board](#).

Applicants replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to Darlene.Durant@novascotia.ca. Please ensure the email subject line reads as: **Motor Carrier Licensing Clerk UARB 05-20**

For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

Darlene Durant Human Resources Officer
Nova Scotia Utility and Review Board
1601 Lower Water Street
P.O. Box 1692, Unit "M"
Halifax, NS B3J 3S3

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