Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) **November 13, 2026,** to:

Attention: Catherine Hana
Room #211 – 3085 Albert Street,
Regina, Saskatchewan S4S 0B1
Tel: (306) 787-0724
E-mail: careers@legassembly.sk.ca

Please quote competition 1004714 in the subject of your email.

Clearly indicate in your resumé or cover letter why you have chosen to apply for this position. Selections for interview will be based on this information.

Thank you for your expression of interest. Only candidates selected for interviews will be contacted.

To learn more about the LAS, our Vision, Mission and Values, and to find further information about the position, salary and benefits, please visit https://www.legassembly.sk.ca/las/employment/

Support Services Technician
(Term – 14 months, full time, on-site) – March 31, 2028

Imagine working at the heart of Saskatchewan's democratic process, where your technical library expertise doesn't just serve an organization—it sustains a parliamentary institution. Based in the historic Legislative Building and Walter Scott Building in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of Parliament for the people of Saskatchewan

The Legislative Library plays a vital role in this mandate by developing and maintaining the legislative and research collection, and ensuring its present and future accessibility to parliamentarians, the public service, and the people of Saskatchewan. The Library's Support Services Branch acquires, catalogues, processes, and maintains the physical and electronic holdings of the Library and works in collaboration with Reference and Circulation teams to provide the collections and services required by the Library's clients.

Reporting to the Director of Support Services and working under the day-to-day direction of the Technical Services Coordinator, the Support Services Technician plays a key role in the Legislative Library's technical services.

What You'll Do:

- Acquire and manage library materials, including serials check-in and order processing.
- Perform original and copy cataloguing, classification, and subject analysis using AACR2, RDA, Dewey Decimal, and CODOC standards.
- Process government publications under *The Legislative Assembly Act, 2007*, maintain *The Checklist: Saskatchewan Government Publications*, and support copyright and digital repository initiatives.
- Monitor and maintain optimal environmental conditions for collection storage and preservation.
- Train and support staff in acquisitions, serials management, and repository processes.
- Contribute to special projects, collaboration initiatives, and internal problem-solving efforts.

What You Bring:

- A Library and Information Technician diploma from an accredited program.
- Knowledge of cataloguing standards (AACR2, RDA), classification systems (Dewey, CODOC), and emerging library technologies.
- Experience in acquisitions, serials management, cataloguing, and digital resource management.
- Strong attention to detail, organizational skills, and ability to work independently and collaboratively.
- Familiarity with parliamentary documents, legislative processes, and government structures (asset).

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly.