

Surrounded by mountains and set on the shores of Kootenay Lake, Nelson's charm and stunning scenery create the quintessential small town setting. But, don't let the quiet fool you, here on the shores of the giant Kootenay Lake, you'll find a world-class recreational playground with all the comforts of today's amenities, and lots of exciting things to do and see year-round



**The Corporation of the City of Nelson
is accepting applications for the position of**

Court Liaison/Bylaw Adjudication Clerk

Competition # 21CU17

The City of Nelson is currently seeking to fill a permanent full-time position of **COURT LIAISON/BYLAWS ADJUDICATION CLERK**. This position is responsible for liaising with Crown Counsel, Court Registry, other Police Departments and outside Agencies and maintains the Nelson Police File Registry as well as providing front counter service.

The position requires an individual who has effective oral, and written communication skills, the ability to listen for detail and the ability to develop and maintain positive relationships.

You will have successfully completed grade 12, Bylaw Level 1 Certification, and have an Office Administration Certificate. In addition, you will have three years recent related experience in a similar position or an equivalent combination of education, training and experience.

In return, the City of Nelson offers a competitive salary, comprehensive benefits package and a team oriented environment. Interested applicants should visit the City of Nelson website for further details.

**Human Resources
City of Nelson**
#101 – 310 Ward Street,
Nelson, BC, V1L 5S4 email
to: hr@nelson.ca

We thank all applicants in advance for their interest, however; only those under consideration will be contacted. The City of Nelson is committed to employment equity. We encourage all qualified applicants to apply.