



INFORMATION CLERK – CITY CLERK’S OFFICE

Regular Full-Time

About Us

One of BC’s Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City Clerk’s Office is seeking a dynamic and goal-oriented Information Clerk to join their team. Working in a fast-paced environment, the successful incumbent will have the ability to multitask efficiently and possess excellent communication skills while exercising tact and diplomacy in a municipal government setting.

Reporting through to the Information, Privacy & Administrative Services Manager, the Information Clerk will play a pivotal role in assisting with the City’s statutory duties including public consultation/notification and Freedom of Information and Protection of Privacy activities. In this role you can look forward to processing records relating to the City’s Corporate Office while also taking on administrative tasks that encompasses such activities as filing agreements and contracts, Council meeting preparation and follow-up, special events assistance, processing and scanning minutes and bylaws, agenda distribution, providing relief for Reception and the Mail Room (as needed), and preparation and filing of correspondence. This is a great entry point to an individual passionate about a career in information and privacy administration within a public sector environment.

Minimum Qualifications

The successful incumbent must possess effective time management skills, have an eye for detail, handle confidential and politically sensitive information and be able to efficiently prioritize and deliver tasks on time. In addition, this incumbent will support more senior level administrative staff. An incumbent in this position should possess intermediate computer skills utilizing the full range of MS Office suite of programs and a typing speed of 45 wpm.

Preferred Qualifications

Our ideal candidate has a Certificate or Diploma in Office Administration supplemented by course work in a related field as well as previous experience working within a regulatory, public sector environment would be considered an asset.

What We Offer:

This CUPE position has an hourly rate range of \$28.37 - \$33.23. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and



inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on April 12, 2024

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