



DISTRICT OF SAANICH
FINANCE DEPARTMENT
REVENUE SERVICES DIVISION

LAND RECORDS COORDINATOR Permanent Full Time Position

Do you want to be part of a great team with an exciting future? The District of Saanich is one of the four core municipalities within the Capital Regional District. This community is home to more than 114,000 citizens giving us the largest population on Vancouver Island. We offer competitive wages, benefits, municipal pensions and an engaging and collaborative corporate culture. Our culture holds true to our motto "Populo Serviando" – this is latin for "Serving the People".

The Revenue Services Division is seeking a Land Records Coordinator to provide technical consultation and problem solving assistance to users of the Tempest Land Management System and to ensure accuracy and integrity of the property database. This position will assist the Manager of Revenue Services with special projects and provides information regarding property taxes, assessments, land and utility information to the public at the counter, by email, and by telephone.

Requirements include Grade 12 or equivalent, one year of post-secondary courses in business, accounting or office administration; experience in dealing with the public; three years of related tempest experience including two years of municipal property tax office experience; experience in receiving and balancing cash and a minimum keyboarding speed of 55 wpm. Candidates with an equivalent combination of education and experience may be considered.

This is a C.U.P.E. Local 2011 position with a wage of \$34.70 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on FRIDAY, JUNE 18, 2021 quoting competition 21114 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.