

BUILD A CITY. BUILD A FUTURE.



PROPERTY TAX & UTILITY REPRESENTATIVE 1

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

SCOPE

The Property Tax & Utility Representative 1 is responsible for clerical, cashiering and customer service duties related to the collection of various municipal revenues at various City locations.

The work involves interaction with the public in a high transaction environment. To maintain positive public relations, interpersonal and customer service skills will be important especially at times when circumstances are strained.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

RESPONSIBILITIES

- The Property Tax & Utility Representative 1 is responsible for clerical, cashiering and customer service duties related to the collection of various municipal revenues at various City locations.
- The work involves interaction with the public in a high transaction environment. To maintain positive public relations, interpersonal and customer service skills will be important especially at times when circumstances are strained.
- The successful candidate must communicate effectively both orally and in writing; succeed under the pressure of deadlines within a dynamic environment.
- Have working knowledge of property tax and utility functions, including procedures and policies and have knowledge of relevant Municipal and Provincial legislation, including City of Surrey by-laws.
- The ability to work within a team setting and with computer applications is also required.

QUALIFICATIONS

A qualified applicant will have:

- Completed grade 12 supplemented by introductory business & accounting courses.
- Minimum of 2 years recent city experience.
- Knowledge of the activities of other departments and previous cashiering experience is required.

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- An equivalent combination of education and experience may be considered.
- Courses related to customer service and conflict resolution preferred.

This position requires completion of a Police Information Check.
Successful applicants must provide proof of qualifications.

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