



BUILD A CITY. BUILD A FUTURE.



Property Tax Clerks – Summer 2023 (Clerk 2)

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

Are you looking to join a multiple national award-winning employer that offers tremendous potential for career growth? Our Property Payment Services team is now accepting applications for Property Tax Clerks for the Summer 2023 season. The Property and Payment Services Clerk performs clerical work including repetitive tasks of limited complexity. Work would include processing a variety of payment transactions for the City related to Property Taxation and Utilities, answering customer inquiries over the phone, investigating customer questions and concerns, conducting data entry, processing documents, and performing various office duties.

Employment Status

Union - CUPE Local 402 - Temporary Part-Time

Responsibilities

- You are able to provide excellent customer service and will respond to residents, business owners and taxpayers while working in a high transactional volume environment.
- Your excellent communication skills will be put to good use as you educate the public on policies and procedures related to Property and Payment Services, both in person and on the phone.
- You are good with numbers and have a high level of accuracy and attention to detail. These will be invaluable as you complete calculations and reconciliations while processing incoming payments through point of sales processing and will perform data collection and entry with a high degree of accuracy and attention to detail.
- You are proficient with Microsoft Excel and will maintain spreadsheets and other computer software programs.
- As a first point of contact for residents and businesses you will use your interpersonal skills in providing positive and empathetic public relations with customers during stressful circumstances.

Qualifications

- Candidates under consideration will have a minimally completed Grade 12 supplemented with courses in business accounting, computer courses, and/or office administrative practices.
- Have a minimum 1 years' experience in an office environment.
- Accurate typing speed of 45WPM.
- Experience working in a front-line and high-volume customer service environment and/or in the financial/banking sector is an asset.
- Due to serving a rich and diverse community, the ability to speak a second language is an asset.

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Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.

Apply online at www.surrey.ca/careers





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Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 4994.

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