

# BUILD A CITY. BUILD A FUTURE.



## CLERK 3 (REGULAR FULL TIME)

*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

Surrey Parks, Recreation & Culture is looking for an energetic and self-motivated Clerk 3 to join the Community and Recreation Services team. The position performs moderately complex and diversified clerical work in various capacities. This customer service-oriented individual will have demonstrated initiative, teamwork, communication and problem solving skills.

This position requires flexibility in job duties that include facility oversight, support with programs and set-up, facility maintenance and general support of the day-to-day operations. In this position you will be working with the PRCMS registration system, payment balancing and customer account problem solving.

The successful candidate will have a strong skill set in building relationships with customers, exercise good judgment and decision making. In addition, this individual will provide coverage for front-desk staff when necessary, therefore including cash handling and customer service skills.

### EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full Time

### RESPONSIBILITIES

- Taking meeting minutes and following up with the team members on action items.
- Maintenance of payroll records as well as maintenance of staff schedules.
- Maintain accurate records/information pertaining to facility booking, program registration and membership accounts.
- Oversight of cash handling procedures, preparing and maintaining reports (daily, weekly, monthly) as required and maintain up to date records and files.
- Complete bookings of recreational facilities as assigned.
- Assisting front desk staff in performing their duties.
- Remain up to date with Recreation Services facilities, programs, and activities.
- Interacting and supporting the public with various recreation needs.

### QUALIFICATIONS

- Completed grade 12.
- Supplemented by several courses in word processing, office practices and PC office applications.
- At least two years' experience and training in an office environment.
- Must have accurate typing speed of 45 WPM.

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- The ability to communicate effectively orally and in writing.
- The ability to make independent judgment in performing the duties of the position.
- Excellent interpersonal and public relations skills.
- Self-motivated, and ability to work well within a team and independently
- An equivalent combination of relevant education and experience will be considered.

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5399.

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