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PROPERTY TAX CLERK – SUMMER 2024 (CLERK 2)

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 2024 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.

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 by courses in office administration and/or business accounting.
- Have a minimum 1 years' experience in an office environment.
- Accurate typing speed of 40WPM.
- An equivalent combination of education and experience may be considered.
- 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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This position requires completion of a police information check. Successful applicants must provide proof of qualifications.

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5626

OTHER INFORMATION

Number of Job Openings: 10-12

Hourly Rate: \$28.43

Steps	Hourly Rate
Step 1	\$28.43
Step 2 - 6 Months	\$28.78
Step 3 - 18 Months	\$29.52
Step 4 - 30 Months	\$30.12

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