

Careers

Community Safety Clerk



A Community Safety Clerk provides clerical and administrative support services for the Community Safety Department including direct communication with the public, external agencies, and other clients.

Qualifications

- High school graduation or equivalent
- Experience
- Teamwork
- Service Excellence
- Flexibility
- Computer Literacy
- Communication Excellence
- RCMP Security Clearance

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly starting at \$28.32 plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **March 7, 2024**.

Applicants not contacted within three weeks of the closing date are thanked for their interest