



DISTRICT OF SAANICH
FINANCE
REVENUE SERVICES

LAND RECORDS COORDINATOR Permanent Full Time

As part of the Revenue Services team, the Land Records Coordinator performs responsible administrative, clerical and public contact duties requiring accurate and efficient handling of a variety of tasks relating to the delivery of Revenue Services programs. This role supports the Manager of Revenue Services with special projects and provides information to the public at the counter, by email, and by telephone. The Land Records Coordinator ensures the accuracy and integrity of the property database and provides technical consultation and problem solving assistance to users of the Tempest Land Management System.

Requirements include: completion of Grade 12 or equivalent; one year of post-secondary courses in business, accounting, or office administration; experience in dealing with the public and receiving and balancing cash; three years of related Tempest experience including two years of municipal property tax office experience; and minimum keyboarding speed of 55 wpm. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 8:30 a.m. – 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$38.84 per hour plus an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Friday, February 23, 2024, quoting competition 24033 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Applicants must provide proof of typing speed from a recognized educational institution or hiring agency. Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2023. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.