

# BUILD A CITY. BUILD A FUTURE.



## Clerk 3 – Economic Development Division

*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

Performs a variety of moderately complex clerical tasks. This level of work requires taking initiative and exercising independent judgement within established guidelines.

### EMPLOYMENT STATUS

Union – CUPE Local 402 – Temp 6 months

### RESPONSIBILITIES

- Prepares and formats a variety of documents and reports.
- Accurately prepares and maintains, accounts, records, plans, files, schedules and related documents.
- Prepares and assists in organizing and assigning classifications or numerical designations to documents, records, and plans.
- Checks, balances, and maintains accounts and other records including P-Card reconciliation, processing invoices, timekeeping, and ordering supplies
- Provide project and event support through assembling meeting packages, agendas, and coordinating catering.
- Operates a variety of office equipment.
- Uses relevant software and applications.
- Provides information to resolve inquiries and complaints for the public and staff.
- Provides advice and guidance to staff on new procedures and atypical issues.
- Explains departmental regulations and procedures.
- Assists other staff in their duties as needed. Performs related duties as required.

### QUALIFICATIONS

- Completion of Grade 12, supplemented by several courses in office administration or other related courses.
- A minimum 2 years experience in an office environment.
- An equivalent combination of education and experience may be considered.
- A minimum typing speed of 40 words per minute is required.

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Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



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## ADDITIONAL INFORMATION

Hourly Rate: \$30.12

Steps	Hourly Rate
Step 1	\$30.12
Step 2 (6 Months)	\$30.71
Step 3 (18 Months)	\$31.53
Step 4 (30 Months)	\$31.97

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5749.

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