

Township of Langley

Job Title:	Support Clerk (up to 2)
Competition Number:	24-U012
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am-4:30pm
Competition Opening Date:	February 29, 2024
Competition Internal Closing Date:	March 8, 2024
Competition External Closing Date:	March 8, 2024

Job Overview

The Township of Langley is currently recruiting for up to two regular full-time **Support Clerks** to join our team of professionals in the Community Development Division, Business Support Department. Reporting to the Manager, Business Support, in this unionized position you will provide a variety of support services to internal and external customers. This position will appeal to applicants who are detail oriented and committed to excellence in customer service.

Responsibilities

- Respond to enquiries, requests and complaints and receive applications through Community Development
- Provide routine information related to community development and related information, and refer more complex enquiries to appropriate staff as required
- Assemble files and distribute reports to staff for further action
- Maintain and update a variety of records management including electronic and manual files, and retrieve information as required
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by commercial and accounting courses plus considerable related experience, preferably in a municipal environment or an equivalent combination of training and experience
- Sound knowledge of modern business practices and procedures
- Ability to draft routine correspondence and format reports, documents, and forms
- Knowledge of records management, billing, indexing and related business support functions
- Ability to communicate effectively with the public, developers, internal and external contacts in processing a variety of enquiries, complaints and related matters

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.