



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

ANIMAL SHELTER CLERK

The City of Delta is looking to fill a temporary full time Animal Shelter Clerk position. This position requires exceptional customer service skills and the ability to interact with the public, in addition to a passion for animals. The successful incumbent will be required to work a non-standard 35 hour week schedule (Tuesday to Saturday).

The incumbent receives and processes enquiries and complaints related to animal control issues and bylaws; coordinates and schedules appointments for the adoption and surrender of animals; provides a variety of information and assistance related to animal welfare, animal control, shelter operations and procedures; participates in the assessment, care and treatment of animals; processes, updates, checks and maintains a variety of files and records and related to the work; orients and trains staff on clerical and animal care support tasks; and provides relief support to the Property Use and Compliance Department by processing general bylaw enquires and complaints. The employee works under general supervision and is required to exercise some independence of judgement and action within defined policies and procedures. Unusual or difficult problems are referred for resolution to a superior who reviews work performance for accuracy and adherence to established policies and procedures. Candidates must be able to type a minimum of 45 words per minute.

The role requires a valid Class 5 BC Driver's Licence (Class 7L/7N is not accepted).

Candidates that are shortlisted will be tested on their typing and computer proficiency.

The City of Delta provides a competitive salary \$29.20 - \$34.30 (commensurate with experience) and an excellent benefits package including Municipal Pension Plan. Interested applicants are requested to apply online at www.delta.ca/employment, to competition **#24-97 EX** by **April 4, 2024**.

The City of Delta's Covid-19 Vaccination Policy has been suspended, however, we reserve the right to reinstate it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees and our community, and our Communicable Disease Plan and related protocols remain in place.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.