



DISTRICT OF SAANICH
FIRE DEPARTMENT

FIRE SECRETARY
Permanent Full Time Position
(Administration Division)

The District of Saanich is seeking a full time Fire Secretary who will be responsible for accurately and efficiently performing a variety of complex clerical tasks and duties in the Fire Department. This includes responding to enquiries from staff and the public; maintaining and administering general office duties; composing routine reports and correspondence, recording minutes, and organizing and maintaining a variety of electronic and manual records management systems.

Requirements include Grade 12, supplemented by business administration and secretarial courses including word processing and database software; minimum two years office experience performing responsible secretarial and clerical duties, including at least one year experience in a government environment; proficient using Windows based software including word processing, database and email applications.

In addition to the interview process, testing will be conducted.

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Monday, April 1, 2024 quoting competition 24063 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. 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 2024. 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.