

<b>DEPARTMENT:</b>	Development Services	<b>STATUS:</b>	Regular Full-Time
<b>NO. OF POSITIONS:</b>	One	<b>UNION:</b>	CUPE, Local 387
<b>HOURS OF WORK:</b>	35 hours per week (M-F)	<b>SALARY:</b>	\$31.95 - \$37.54 per hour + comprehensive benefits package

This is an exciting opportunity for an energetic and self-motivated individual to become a member of the administrative team in the Building Department. Your role will include performing complex clerical work requiring considerable knowledge of applicable departmental functions, procedures, policies and customer service duties in the Building Department. You will work collaboratively with team members and perform diversified clerical duties requiring the exercise of considerable independent action and judgement. The work includes routine typing assignments and/or the responsibility for assisting a supervisor in routine administrative functions. The work is distinguished from that of Clerk II by the greater degree of complexity and responsibility entailed in performing diversified departmental clerical assignments or by the entailed supervisory responsibilities. The work is performed under general supervision and results are reviewed and evaluated by a supervisor to ensure conformance with established procedures, policies, and maintenance of established standards. Please indicate if you are interested in a regular full time position and/or if you would consider or prefer a job share as a regular part-time position.

#### Requirements:

- Grade 12 graduation including or supplemented by courses in word-processing, typing and business, plus considerable related experience preferably as a Clerk II or an equivalent combination of training and experience as acceptable to the employer may be considered.
- Experience with Tempest and Prospero is considered an asset.
- Experience with JD Edwards and KRONOS is considered an asset.
- Thorough knowledge of business English, spelling, punctuation, arithmetic and good vocabulary for preparation of reports and correspondence.
- Considerable knowledge of applicable rules and regulations, methods and procedures governing departmental operations.
- Ability to employ contemporary service excellence principles.
- Sound knowledge of recordkeeping, billing, indexing, and related clerical functions.
- Ability to maintain complex records and prepare narrative and statistical reports.
- Ability to deal effectively with the public, other employees, and subordinates in processing a variety of enquiries, complaints and related matters.
- Ability to assign, review, and direct the work of staff engaged in clerical and related duties.
- Assists with the technical maintenance of the system; tests patches and upgrades.
- Ability to perform complex clerical and typing assignments with minimum supervision.
- Ability to compose non-routine correspondence, and prepare reports and related material independently.
- Ability to effectively use PC industry standard applications/software including Word and Excel and to operate common office equipment.
- Sound knowledge of the methods, practices and procedures used in operating computer word processing and other equipment as related to the work.

Apply by sending your **cover letter and resume in one document** at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **April 1, 2024**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.*

*This position is only open to those legally entitled to work in Canada.*