



DISTRICT OF SAANICH  
FINANCE  
REVENUE SERVICES

**TAX CLERK**  
**Temporary Full Time Position**  
**(Approximately 2 Months)**

The position of Tax Clerk involves routine keyboarding and clerical work in the Revenue Services Division where considerable contact with the public is required. The primary responsibilities are the performance of detailed assignments in accordance with well-established work methods and procedures and responding to enquiries from the public, legal firms and lending institutions. Major duties include routing visitors and calls, securing and providing basic information related to property tax and obtaining missing information from clients relating to home owner grants, property tax payments and medical certificates. The successful candidates will use simple arithmetic calculations to compute late payment penalties, prepare batches of tax payments for data entry and type articles, forms, letters and other routine correspondence.

Requirements include Grade 12 or equivalent; six months of office experience; experience in dealing with the public; ability to make simple arithmetic computations and tabulations and keyboarding speed of 40 wpm.

The successful candidates will work Monday – Friday 8:30 a.m. – 4:30 p.m. The anticipated duration of this position is mid-May to mid-July.

**This is a C.U.P.E. Local 2011 position with a wage of \$32.79 per hour plus 15% in lieu of benefits.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Friday, March 22, 2024 quoting competition 24067 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. 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](mailto:accessibilityHR@saanich.ca).