

# Township of Langley

<b>Job Title:</b>	Support Clerk
<b>Competition Number:</b>	24-U050
<b>Employment Type:</b>	Regular Full-Time
<b>Pay Rate:</b>	\$29.48 - \$34.63 per hour (five steps, 2024 rates), plus benefits
<b>Hours of Work:</b>	Monday to Friday, in between the hours of 8:00am – 4:30pm (based on 35 hours per week)
<b>Competition Opening Date:</b>	March 14, 2024
<b>Competition Internal Closing Date:</b>	March 22, 2024
<b>Competition External Closing Date:</b>	March 28, 2024

## Job Overview

The Township of Langley is currently recruiting for a regular full-time **Support Clerk** to join our team of professionals in the Permits, Licences & Inspections Division. Reporting to the Senior Manager, Permits, Licences & Inspections Administration, 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

- Receive and process applications for various building permits issued through Permits, Licences & Inspections Division and forward applications to appropriate staff for review and approval
- Receive and classify business license applications according to categories; circulates inspection forms to other divisions and departments as appropriate
- Provide routine information related to the Zoning Bylaw 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 computer files, manual files and retrieve information as required
- Complete a variety of tasks in support of the Permits, Licences & Inspections Division
- 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 recordkeeping, billing, indexing and related clerical functions
- Ability to deal effectively with the public and other employees in processing a variety of enquiries, complaints and related matters is required

## Apply Now

Visit [tol.ca/careers](https://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.*