

**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



CLERK 2 – BUILDING RECORDS CENTRE

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

SCOPE

The Planning & Development department has an exciting opportunity for a full-time Clerk 2 position. Join an amazing team working in the Central File Registry where you will have interactions with both internal and external customers to file and retrieve important records, process various documents and answer phone calls and emails. This position requires the incumbent to perform detail-oriented and time-sensitive tasks, and a need to verify every aspect of a document before filing.

EMPLOYMENT STATUS

UNION - CUPE LOCAL 402 - REGULAR FULL-TIME

RESPONSIBILITIES

- Maintaining records through daily filing procedures.
- Performing entry-level clerical work including repetitive tasks of limited complexity.
- Gathering information and process documents at a routine level.
- Processing online building record searches for customers.
- Processing Plan Print Requests for customers.
- Preparing files and plans for scanning.
- Performing varied clerical duties including opening and distributing correspondence.
- Working with customers and have strong customer interaction skills.
- Operate office equipment such as computers, word processors, photocopiers, fax machines and perform related office duties as required.
- Other duties may include data entry, and maintaining office records such as files, reports, invoices, office supplies, and requisitions.

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QUALIFICATIONS

- Completion of Grade 12, supplemented by courses in office administration or other related courses.
- A minimum 1 year experience in an office environment.
- An equivalent combination of education and experience may be considered.
- A minimum and accurate typing speed of 40 wpm is required.

Applicants must have strong verbal and written communication skills, as well as, have the ability to understand and effectively carry out written and oral instruction. You will have the ability to exercise good judgment and work independently. The successful applicant must have knowledge of computer applications and be able to perform clerical tasks according to established department rules and procedures.

OTHER INFORMATION

Pay Grade: 9

Hourly Rate: \$ 28.43

Pay Steps	Hourly Rate
Step 1	\$28.43
Step 2 (6 Months)	\$28.78
Step 3 (18 Months)	\$29.52
Step 4 (30 Months)	\$30.12

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