



CLERICAL SUPPORT CLERK (EXEMPT)
Casual, On-Call
Internal/External Posting No. 2024-24

Department:	Various
Internal/External Posting Date:	March 28, 2024
Internal/External Closing Date:	April 14, 2024
Hourly Rate:	\$36.94 after probation
Hours of Work:	As needed
Competition No.:	2024-24

The City of Dawson Creek invites applications from administrative professionals to provide shift coverage, peak workload assistance, or project work as an exempt Clerical Support Clerk. This casual position will undertake a wide variety of administrative tasks in a busy and complex office environment by providing clerical support to the Corporate Administration, Human Resources, and Safety departments.

Requirements:

- Completion of Grade 12 education.
- Completion of an Applied Business Technology diploma, or equivalent.
- Accurate typing skills at a speed of 60 WPM.
- Ability to prioritize multiple directions.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a word document or pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.