

Township of Langley

Job Title:	Support Clerk
Competition Number:	24-U063
Employment Type:	Temporary Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates), Plus 13.5% in lieu of benefits
Hours of Work:	Monday to Friday, 8:30am – 4:30pm (based on 35 hours per week)
Competition Opening Date:	April 4, 2024
Competition Internal Closing Date:	April 12, 2024
Competition External Closing Date:	April 12, 2024

Job Overview

The Township of Langley is currently recruiting for a temporary full-time (from approx. April 29, 2024 – January 31, 2025) **Support Clerk** to join our team of professionals in the Bylaw Enforcement Department. 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

- Receives by-law infraction complaints; obtains and records pertinent data such as names, addresses, nature of violation and license plate numbers
- Assembles files and distributes reports to bylaw enforcement staff for action.
- Provide routine information related to the Zoning Bylaw and related information, and refer more complex enquiries to appropriate staff as required
- Maintain and update a variety of computer files, manual files and retrieve information as required
- Complete a variety of tasks in support of the Bylaw Enforcement Department
- 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

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.