



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladang, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in providing service excellence.

CLERK TYPIST 3

The City of Delta is seeking an administrative professional to fill a temporary clerical vacancy in the Property Use & Compliance Department. The successful applicant will be a self-motivated, well-organized and responsible individual with excellent customer service skills. Located at City Hall, the Clerk Typist 3 will be responsible for providing information and assistance to the public on matters related to bylaw compliance, procedural, regulatory and policy matters with a high degree of accuracy. The duties of this role also include responding to a variety of calls, complaints, and enquiries relating to municipal bylaws.

The successful candidate will have:

- solid working experience in an office environment;
- excellent computer skills (with a proficiency in Microsoft Word, Excel, and Outlook);
- the ability to deal professionally with enforcement-based calls for service;
- the ability to read non-complex maps, plans and drawings;
- a minimum typing speed of 55 WPM

The following are considered to be assets:

- completion of post-secondary education courses;
- working knowledge of Tempest (or a similar government-related data system);
- experience working with DeltaMap (or a similar government-related mapping system)

Candidates that are short-listed will be tested on their typing and computer proficiency. A valid Class 5 Drivers License for the province of BC is required.

The City of Delta provides a competitive salary of \$29.20 - \$34.30 per hour (commensurate with experience) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **#24-114 EX** by **April 19, 2024**.

The City of Delta's Covid-19 Vaccination policy has been suspended, however, we reserve the right to reinstate it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees and our community, and our Communicable Disease Plan and related protocols remain in place.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.