

Secretary I - Corporate Services/Reception (Relief)

Job Requisition	JR-2024-130 Secretary I - Corporate Services/Reception (Relief) (Open)
Job Family	CUPE
Start Date	2024-05-07
End Date	2024-05-22
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Secretary-I---Corporate-Services-Reception--Relief-_JR-2024-130

Description

Closing Date:

May 22, 2024

Internal Closing Date: May 15, 2024**NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.**

Hourly Rate:

30.44

Job Description

Reporting to the Manager, Legislative Services, this position performs a variety of secretarial and clerical duties. This position also provides reception services for City Hall.

Duties Include:

Secretary I – Corporate Services

- Functions as an administrative secretary to the Corporate Services Division.
- Performs a variety of standard clerical work, such as distributing of internal mail, photocopying, and assembling of documents.
- Creates files for the Corporate Filing System and files correspondence.
- Assists in the creation of Corporate Records, electronically and paper format, in accordance with the current records retention bylaw.
- Assists in Records Maintenance, including storage, destruction and retrieval services.
- Assists in the implementation of the ERMS System, as required.
- Provides coverage for file management in the absence of the Coordinator.
- Assists in the annual purge of the City's records according to the classification schedule, and assists all Divisions with the annual purge of records within their Offices of Responsibility.
- Types a variety of documents from copy, rough draft and/or previously prepared data.
- Unpacks and distributes stationary supplies for City Hall.
- Prepares and delivers city mail to post office.
- Prepares minutes, agendas, correspondence and schedules meetings.
- Provides back-up for the Records/Committee Clerk with respect to Committee duties, as required.
- Performs various other clerical duties as required.

Reception

- Answers incoming calls, screens calls to determine appropriate referral from information provided, connects calls to correct referral, and forwards to voice mail or takes messages

- when unable to make contact with the referral.
- Answers routine questions over the telephone and counter concerning departmental operations within delegated authority, reports complaints, and notes overloaded lines.
 - Memorizes changes in departmental personnel and their responsibilities and advises other departments, as required, of such changes.
 - Performs counter reception duties, obtains and records preliminary information from callers, and directs callers to a waiting or interview room.
 - Types a variety of documents from copy, rough draft and/or previously prepared data.
 - Sorts and opens City Hall mail, date stamps, and distributes the same.
 - Maintains data bases and spreadsheets as assigned.
 - Responds in writing to general inquiries received from the City's email address and/or refers the inquiry to the appropriate contact.
 - Receives requests and distributes City Pins per the City of Vernon "City Pins" Policy.
 - Maintains and reports assigned statistics.
 - Performs other related duties as assigned.
 - All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- A minimum of one-year related office experience.
- Completion of an Office Administration Certificate, or equivalent.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Proficient use of computer-related software and general office equipment.
- Thorough knowledge of business English, punctuation and grammar.
- Working knowledge of office procedures, functional terminology and departmental regulations.
- Skilled production of neat, accurate typing of 55 correct words per minute.
- Demonstrated proficiency with minute taking.
- Ability to transcribe material (including notes) with satisfactory speed and accuracy.
- Ability to exercise courtesy, tact, diplomacy and some persuasion in the exchange of non-routine information with other City employees, and the employees of private companies and members of the general public.
- Ability to communicate effectively orally and in writing.
- Basic knowledge of standard office equipment.
- Proficiency in MS Excel, Word (including mail merges), PowerPoint.

Preferred Education and Experience:

- Previous switchboard experience.
- Previous experience working in a municipality.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ by selecting "apply" and creating a candidate profile.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Casual
Location	City Hall Building
Time Type	Part time
Locations	
Supervisory Organization	Legislative Services