

Township of Langley

Job Title:	Clerk Typist III
Competition Number:	24-U099
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates) plus benefits
Hours of Work:	35 Hours per week; Monday to Friday, 8:00am – 4:00pm
Competition Opening Date:	June 17, 2024
Competition Internal Closing Date:	June 25, 2024
Competition External Closing Date:	June 28, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Clerk Typist III** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Manager, Police Services, in this unionized position you will provide complex clerical support to Langley Detachment by completing accurate transcription of audio and/or video recordings, improving and creating new work procedures and forms, compiling statistical reports, taking meeting minutes, and responding to correspondence from internal and external contacts. This position will appeal to detail-oriented, independent, and well-organized individuals with a superior clerical aptitude.

Responsibilities

- Improve and develop new work procedures/forms and interpret departmental rules and processes
- Compile and type statistical/narrative reports and routine correspondence
- Maintain a records management system and complete various statistical tasks
- Respond to telephone and email enquiries received from the public
- Enter data into RCMP software programs
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by courses in typing and standard commercial subjects plus considerable experience as a Clerk Typist II; or an equivalent combination of training and experience
- Knowledge of the applicable detachment rules and regulations as it relates to Police Services
- Excellent computer skills (Word, Excel, and PRIME) and a sound knowledge of business English
- Strong interpersonal, verbal and written communication skills, and the ability to communicate effectively with RCMP members and internal/external contacts
- Ability to problem solve and possess a strong clerical aptitude for details and figures
- Superior clerical aptitude and skill in typing rapidly and accurately
- Experience working in an RCMP environment is preferred

RCMP reliability status is required (not required as part of the application process, however, will be required upon consideration for employment)

Apply Now

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