

Township of Langley

Job Title:	Support Clerk (up to 5)
Competition Number:	24-B020
Employment Type:	Auxiliary
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	Hours of work will vary between Monday to Friday; 7 hours per day between the hours of 8:00am – 4:30pm
Competition Opening Date:	June 17, 2024
Competition Closing Date:	August 31, 2024

Job Overview

The Township of Langley is currently recruiting for up to five auxiliary Support Clerks to supplement business support in the Engineering Division, Engineering Administration and Business Support Department. Reporting to the Manager, Administration and Business Services, in this unionized position you will provide clerical relief and coverage to meet departmental work overload and short-term relief demands in support of the Engineering Division. This position will appeal to applicants who have flexible work schedules, are detail-oriented, responsible and committed to excellence in customer service.

Responsibilities

- Receive and process applications for various engineering permits for referral, review and approval by appropriate technical staff
- Respond to enquiries, requests and complaints by phone, email and in person, and assist by explaining and interpreting rules, regulations, and general policies
- Perform a variety of tasks in support of the Engineering Division
- Maintain and update a variety of records including electronic and manual files, and retrieve information
- 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 business English, spelling, arithmetic, and proper vocabulary for preparation of correspondence
- Considerable knowledge of Engineering permitting rules, regulations and procedures
- Knowledge of records management, billing, indexing and related business support functions
- Ability to communicate effectively with the public, internal and external contacts in processing a variety of enquiries, complaints and related matters

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

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