

# BUILD A CITY. BUILD A FUTURE.



## Clerk 3

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future in the City of Surrey*

### Scope

The Engineering Department is seeking a Clerk 3 to join the team. This position performs moderately complex and diversified clerical work in various capacities. Work at this level will require independent judgement and initiative within defined guidelines.

This customer service-oriented individual will have demonstrated initiative, teamwork, communication and problem-solving skills and abilities.

### Employment Status

CUPE – Regular Full-Time

### Responsibilities

- Responding to inquiries from the general public, contractors and staff, and directing requests to the appropriate staff for action.
- Preparing and word processing correspondence (letters, emails and inter-office-memos).
- Monitoring various email and CityWorks inboxes and directly email to appropriate staff for action.
- Administering and coordinating information around water utility compliance programs.
- Coordinating special homeowner programs, including voluntary water metering.
- Maintaining project files and related correspondence.
- Entering payroll hours for several employees into PeopleSoft.
- Aiding with intake for certain City permit applications.
- Employee purchase card reconciliation.

### Qualifications

- Completed grade 12, supplemented by several courses in office administration or other related courses.
- A minimum of two years' experience and training in an office environment.
- An accurate typing speed of 40 w.p.m.
- An equivalent combination of training and experience may be considered.
- Considerable knowledge of business English, spelling, arithmetic, current office practices, and procedures.
- Good interpersonal and public relations skills.
- The ability to communicate effectively orally and in writing.
- Independent judgment taken in performing the duties of the position.

Pay Steps	Hourly Rate
Step 1	\$30.12
Step 2 (6 months)	\$30.71
Step 3 (18 months)	\$31.53
Step 4 (30 months)	\$31.97

This Posting Closes on July 4, 2024.