

DEPARTMENT:	Planning & Development	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Approximately 10 hours per week* Monday – Friday, 8am – 5pm*	SALARY:	\$27.30 - \$31.95 per hour + 12% in lieu of benefits and vacation

The Planning and Development Department is seeking an efficient and detail-oriented Auxiliary Clerk to join our team and contribute to digital record keeping. The successful candidate will be responsible for scanning, organizing, and cataloging permit-related documents to ensure accurate and accessible electronic records. This position offers an excellent opportunity to work in a dynamic environment and support the department's digital transformation efforts.

Responsibilities:

- Scan and digitize documents using document management software.
- Organize and categorize digital files according to established guidelines and file naming conventions.
- Ensure the accuracy and completeness of scanned documents by conducting quality checks and verifying data entry.
- Create and maintain an organized digital filing system to facilitate easy retrieval and access to electronic records.
- Collaborate with the Department staff to identify and prioritize documents for digitization.
- Assist in the storage of physical copies of documents in compliance with applicable records management policies and regulations.
- Maintain confidentiality and security of sensitive and confidential information during the digitization process.
- Provide general administrative support to the Department as needed.
- Assist with other clerical tasks, such as data entry, filing, and responding to inquiries.

Requirements:

- Grade 12 graduation including or supplemented by courses in word-processing, typing and business, plus considerable related experience preferably as a Clerk I or an equivalent combination of training and experience as acceptable to the employer may be considered.
- Prior experience in document digitization or records management is preferred.
- Familiarity with EDMS, Tempest, document management software, and electronic file organization.
- Strong attention to detail and accuracy in data entry and record keeping.
- Proficient computer skills, including knowledge of Microsoft Office Suite.
- Excellent organizational and time management skills to prioritize tasks and meet deadlines.
- Effective verbal and written communication skills.
- Knowledge of construction, planning, property management an asset.
- Ability to work independently as well as collaboratively in a team environment.
- Discretion in handling confidential and sensitive information.

****This position is an auxiliary role with flexible hours and duration based on the department's needs.***

Apply by sending your **cover letter and resume in one document** at www.newwestcity.ca/employment by **July 12, 2024**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.