

# Township of Langley

<b>Job Title:</b>	Clerk II
<b>Competition Number:</b>	24-U116
<b>Employment Type:</b>	Temporary Full-Time (from approximately September 3, 2024 to August 29, 2025)
<b>Pay Rate:</b>	\$27.30 - \$31.97 per hour (five steps, 2024 rates) plus 13.5% in lieu of benefits
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:30am – 4:30pm
<b>Competition Opening Date:</b>	July 16, 2024
<b>Competition Internal Closing Date:</b>	July 24, 2024
<b>Competition External Closing Date:</b>	July 24, 2024

## Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Clerk II** (from approximately September 3, 2024 to August 29, 2025) to join our team of professionals in the Permits, Licences and Inspections Division. Reporting to the Senior Manager, Permits, Licences & Inspections Administration, in this unionized position you will provide a variety of support services to internal and external customers. This position will appeal to applicants who are detail oriented and committed to excellence in customer service.

## Responsibilities

- Respond to enquiries, requests and complaints by telephone, email, and in-person
- Provide support in processing applications for various permits issued by Permits, Licences and Inspections
- Perform basic tasks including maintaining files, records management systems and office supplies
- Perform related work as required

## Qualifications

- Completion of Grade 12, preferably including or supplemented by commercial courses plus sound related experience preferably as a Clerk I, or an equivalent combination of training and experience
- Sound knowledge of records management, including indexing, filing and related functions
- Ability to communicate effectively with internal and external contacts
- Ability to operate common office equipment and computers related to the position
- Ability to work under general supervision and perform a variety of business support functions using accurate processing skills
- A minimum of 1 year business support experience in an office environment is considered an asset

## Apply Now

Visit [tol.ca/careers](https://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.*