

# Township of Langley

<b>Job Title:</b>	Clerk Typist – Copy Centre
<b>Competition Number:</b>	24-U114
<b>Employment Type:</b>	Regular Part-Time
<b>Pay Rate:</b>	\$27.30 - \$31.97 per hour (2024 rates) plus benefits
<b>Hours of Work:</b>	20 hours per week; Monday to Friday, between the hours of 8:30am – 4:30pm
<b>Competition Opening Date:</b>	July 18, 2024
<b>Competition Internal Closing Date:</b>	July 26, 2024
<b>Competition External Closing Date:</b>	August 1, 2024

## Job Overview

The Township of Langley is currently recruiting for a regular part-time **Clerk Typist – Copy Centre** to join our team of professionals in the Corporate Administration Division, Corporate Administration Business Support and Services Department. Reporting to the Manager, Corporate Administration Business Support and Services, in this unionized position you will operate a variety of copying equipment and similar machines that are used in the production and distribution of an assortment of materials. You will liaise with a variety of internal and external contacts and provide excellent customer service on a consistent basis. The successful candidate will have excellent attention to detail, the ability to exercise independent action and judgment, and be good at prioritizing and problem solving.

## Responsibilities

- Operate a variety of copying equipment and commercial multi-use printers for the reproduction and distribution of agendas, posters, programs and related correspondence
- Operate equipment including a folding machine, high-volume cutting machine, laminating machine and paper drilling machine
- Liaise with staff and advise on best finishing methods and mediums for desired end product
- Maintain and order supplies and work with vendors to determine appropriate products
- Perform minor maintenance and cleaning of equipment, and communicate with service providers to ensure machines are running efficiently
- Provide occasional relief and coverage for the Mail Room and other departments within Corporate Administration
- Perform related work as required

## Qualifications

- Completion of Grade 12, plus some related experience or an equivalent combination of training and experience
- Sound knowledge of the methods and practices used in the operation and maintenance of copy centre equipment and equipment used in binding, stapling, stitching and padding printed materials
- Ability to operate, adjust and perform minor maintenance tasks on equipment with minimal supervision
- Ability to perform various business support functions using accurate typing/word processing skills, efficiently managing digital files, and ensuring confidentiality of sensitive items is maintained.
- Sufficient physical strength and coordination to load and unload packages, supplies and print material

## Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

**Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.**

## 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.*