

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 at the City of Surrey.

EMPLOYMENT STATUS

Union – CUPE Local 402 – Auxiliary

SCOPE

The City of Surrey Planning and Development Department is looking for an energetic, self-motivated team player to fill the position of Clerk 3. Reporting to the Planning and Development Business Support Manager and working with the cross-departmental Illegal Construction Enforcement Team, this position is expected to facilitate all incoming complaints, ensuring a coordinated response and supporting Building Officials, Bylaw officers and staff lawyers in their functions.

RESPONSIBILITIES

- Receive and acknowledge reports from Staff and members of the public about unauthorized construction.
- Collect and retrieve information about unauthorized construction from system of records, including Amanda, Posse, Spreadsheets, and SharePoint.
- Assist with the scheduling of site reviews, including contacting the owner(s) and members of the public.
- Collect and electronically save information from Building Officials about unauthorized construction.
- Draft compliance letters for signature by Building Officials.
- Forward compliance letters by registered mail, confirming receipts, keeping track of any follow up.
- Assist Building officials and Bylaw officers gathering records for eventual follow up with legal services, including preparation of Request for Charges documentation.
- Operates office equipment, such as PC, Word Processors, photocopy and fax machines.
- Provides information to others, traces errors, corrects deviations from policy, answers inquiries and complaints from the public and staff.
- Assists other staff in performing their duties.
- Updates templates and bulletins.
- Proof-read, copy-edit.
- Performs related duties as required.

QUALIFICATIONS

- Completed grade 12 supplemented by several courses in word processing, office practices and PC office applications.
- A minimum of two (2) years' experience and training in an office environment.
- Accurate typing speed of 40 WPM.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



OTHER INFORMATION

- Pay Grade: 12
- Hourly Rate: \$30.12

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

- Applicant must provide proof of qualifications.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

