

**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



CLERK 3 – BUILDING RECORDS CENTRE

*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 – Regular Full-Time

SCOPE

The Planning & Development department has an opportunity for a Clerk 3 position. In this role you will be working in the Building Records Centre where you will have interactions with both internal and external customers. Applicants must have strong verbal and written communication skills, as well as, have the ability to understand and effectively carry out written and oral instruction. You will have the ability to exercise good judgment and work independently. The successful applicant must have knowledge of computer applications and be able to perform clerical tasks according to established department rules and procedures.

RESPONSIBILITIES

- Maintaining building records through daily filing procedures.
- Reconcile scanning records for completeness and quality assurance
- Gathering information and processing documents.
- Processing online building record searches for customers.
- Processing Plan Print Requests for customers.
- Preparing files and plans for scanning.
- Assist in maintaining service quality, including providing training and procedural guidance to junior staff
- Performing varied clerical duties including opening and distributing correspondence.
- Working with customers and having strong customer interaction skills.
- Operate office equipment such as computers, word processors, photocopiers, fax machines and perform related office duties as required.
- Other duties may include data entry, and maintaining office records such as files, reports, invoices, office supplies, and requisitions.

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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.
- An equivalent combination of education and experience may be considered.

OTHER INFORMATION

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

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

- Applicants must provide proof of qualifications

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