

BUILD A CITY. BUILD A FUTURE.



Clerk 3 – Land Development

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 in the City of Surrey

Scope

The Engineering Department is seeking a Clerk 3 to join the Land Development Division. This position performs moderately complex and diversified clerical work in various capacities. Work at this level will require independent judgement and initiative within defined guidelines.

This customer service-oriented individual will have demonstrated initiative, teamwork, communication and problem-solving skills and abilities.

Employment Status

CUPE – Regular Full-Time

Responsibilities

- Responding to inquiries from residents, developers and/or contractors, and directing requests to the appropriate staff for action.
- Assist in issuing and executing various agreements on behalf of the City.
- Aiding with intake for digital submissions via City's MFT website.
- Managing payroll hours for the Land Development Division.
- Monitoring various email inboxes to address development-related inquiries.
- Maintaining project files and related correspondence.
- Employee purchase card reconciliation

Qualifications

- Completed grade 12, supplemented by several courses in office administration or other related courses.
- A minimum of two years' experience and training in an office environment.
- An accurate typing speed of 40 w.p.m.
- An equivalent combination of training and experience may be considered.
- Considerable knowledge of business English, spelling, arithmetic, current office practices, and procedures.
- Good interpersonal and public relations skills.
- The ability to communicate effectively orally and in writing.
- Independent judgment taken in performing the duties of the position.

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

This Posting Closes on September 17, 2024.