

Township of Langley

Job Title:	Support Clerk (up to 4)
Competition Number:	24-U148
Employment Type:	Temporary Full-Time (from approx. October 21, 2024 – October 17, 2025)
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	35 hours per week. Monday to Friday, 8:30am-4:30pm
Competition Opening Date:	September 10, 2024
Competition Internal Closing Date:	September 18, 2024
Competition External Closing Date:	September 20, 2024

Job Overview

The Township of Langley is currently recruiting for up to four temporary full-time **Support Clerks** (from approx. October 21, 2024 – October 17, 2025) to join our team of professionals in the Engineering Division, Engineering Administration and Business Support Department. Reporting to the Manager, Administration and Business Services, in this unionized position you will represent the Division as the main point of contact for providing customer service, as well as prepare and process a variety of enquiries, requests and applications. This position will appeal to candidates who are committed to excellence in customer service and can manage and prioritize tasks with speed and accuracy.

Responsibilities

- Receive and process applications for various engineering permits for referral, review and approval by appropriate technical staff
- Respond to enquiries, requests and complaints by phone, email and in person, and assist by explaining and interpreting rules, regulations, and general policies
- Perform a variety of tasks in support of the Engineering and Public Works Division
- Maintain and update a variety of records including electronic and manual files, and retrieves information from files as required
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by commercial and accounting courses plus considerable related experience, preferably in a municipal environment; or an equivalent combination of training and experience
- Sound knowledge of business English, spelling, arithmetic, and proper vocabulary for preparation of correspondence
- Considerable knowledge of Engineering permitting rules, regulations and procedures
- Knowledge of records management, billing, indexing and related business support functions
- Ability to communicate effectively with the public, internal and external contacts in processing a variety of enquiries, complaints and related matters

Apply Now

Visit 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.