



DISTRICT OF SAANICH
ENGINEERING DEPARTMENT
PUBLIC WORKS DIVISION
SUPPORT SERVICES

PUBLIC WORKS CLERK Permanent Full-Time Position

If you are customer service driven and enjoy working with multiple teams, the District of Saanich has an opportunity for you. The Public Works Division is recruiting for a Public Works Clerk to join our team! The successful candidate will show enthusiasm for front line customer service while assisting internal and external customers with courtesy and tact. This position works independently on routine matters and is responsible for creating and maintaining a variety of systems, using a number of software programs.

Requirements include Grade 12 plus one year in a post-secondary program in office administration/business administration or related discipline; one year experience in a business or municipal office environment including customer service experience; considerable experience or training in standard computer applications including word processing, spreadsheets, financial software packages, databases, including tables, graphics and desktop publishing. Occupational First Aid Level II as required. Candidates with a combination of education and experience may be considered.

The successful candidate will be required to work Monday to Friday, 7:00 a.m. – 5:00 p.m. (40 hours per week). Applicants must provide proof of typing speed from a recognized educational institution or hiring agency.

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on September 16, 2024, quoting competition 24257 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying.