



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

BUSINESS LICENCE CLERK

The City of Delta is looking to fill a regular full time Business Licence Clerk position. The position requires a highly detail-oriented and organized person who will be responsible for the processing of moderate to complex business licence applications for our Property Use and Compliance department.

Responsibilities:

- Receive and classify business licence applications according to established categories; circulate inspection forms to other divisions and departments as appropriate; ensure completeness of cleared applications, sign on behalf of a superior and issue licenses, refer any matters of a contentious nature to a superior.
- Calculate fees according to fee schedule; invoice and receive payment for new and renewal licenses; verify amounts received and forward to Finance Department for processing; maintain daily accounting entries and upon approval of superior, send weekly journal and related records to Finance.
- Enter data into the automated business licence information system using a computer terminal; monitor information output, correct errors and update information as required; generate and interpret information reports; recommend improvements in business licence procedures.
- Answer counter and telephone enquiries related to business licence and related bylaws, licensing procedures, and departmental rules, regulations and policies and interpret and explain same as required; deal with complaints and assign calls related to business licensing to Bylaw Inspectors.
- Compose routine correspondence; type from copy and rough draft a variety of materials such as forms and reports; maintain and updates files and records related to the work.
- As required - relieve and assist clerks in the Property Use & Compliance department by providing information to the public relating to permit applications, zoning, building and health bylaws and related regulations.
- Perform other related work duties as required.

Required Skills:

- Proficiency in MS Office applications
- Typing speed of 55 words per minute
- Experience working with Tempest or other similar software (considered an asset)
- Ability to deal courteously and effectively with the public, officials and staff in supplying information and in explaining and interpreting bylaws and regulations as related to the work performed
- Ability to make decisions in accordance with applicable rules, policies and procedures and to perform assigned duties with minimal supervision
- Strong organizational, interpersonal and communications skills
- Completion of Grade 12 supplemented by commercial and data systems courses or an equivalent combination of education, training and experience will be considered

Candidates that are shortlisted will be tested on their typing and computer proficiency.

The City of Delta provides a competitive salary of \$29.20 - \$34.30 (commensurate with experience); and an excellent benefits package including Municipal Pension Plan. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **#24-207 EX** by **October 9, 2024**.

We thank all applicants for their interest; only those under consideration will be contacted. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.