

ANIMAL CONTROL BYLAW CLERK (PART-TIME)

Competition #2024-35

September 23, 2024



The Fraser Valley Regional District, located in Chilliwack, is a local government that delivers over 100 services to residents living in our eight electoral areas and six member municipalities. We are the third most populous regional district in BC, surrounded by mountains, rivers and parks stretching from Abbotsford to Boston Bar.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

We are seeking an Animal Control Bylaw Clerk to join our Animal Control Program located in Chilliwack. We are looking for highly motivated, independent and animal-savvy individuals. Under the direction of the Animal Welfare and Regulatory Supervisor, you will work as part of a team and be responsible for providing excellent customer service and reliable administrative and technical support for animal control bylaw enforcement. Duties include tracking a large number of documents and files through various processes, requiring attention to detail while working to deadlines; accepting and processing fees and dog licence applications; completing and maintaining forms, reports and records; and liaising with customers to answer queries and process various documents. You will be required to recognize the need for security of documents and materials and must protect the sensitive nature of Regional District matters.

The ideal candidate must have:

- » Completion of grade 12 supplemented by Bylaw Compliance, Enforcement and Investigative Skills course (Level 1) as offered by institutions such as the Justice Institute of B. C., supplemented by courses in office practices, along with a minimum of 1-year clerical experience, or an equivalent combination of education and experience;
- » Ability to communicate clearly and effectively with excellent customer service and conflict resolution skills;
- » Ability to interpret bylaws, policies and procedures and explain them to the public;
- » Excellent computer skills, with a high level of proficiency with Microsoft Office, and the ability to acquire a sound knowledge of electronic filing software;
- » Ability to organize work processes efficiently, multi-task, prioritize work under pressure, and solve problems effectively;
- » Excellent quality of service and a high degree of accuracy in work;
- » Ability to acquire a sound knowledge of FVRD animal control bylaws, Provincial statutes and regulations, and local geography;
- » Good interpersonal skills, and the ability to maintain effective working relationships;
- » Maturity, sound judgement and the ability to handle confidential and sensitive matters with discretion and integrity;
- » A valid Driver's Licence.

The start rate for this part-time union position is \$26.33 per hour (2024 rate) plus 16% in lieu of benefits. Upon successful completion of the required 960-hour probationary period, the rate will increase to \$30.98 per hour (2024 rate) plus 16% in lieu of benefits or if eligible, participation in the benefits program.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit www.fvrd.ca/careers to apply for this competition by 4:30 p.m. on October 15, 2024.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.