



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

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladang, 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 providing exceptional service excellence.

CLERK TYPIST 3

The City of Delta is excited to announce a clerical vacancy in our Development Department. We are seeking a dedicated and detail-oriented administrative professional who thrives in a fast-paced environment and is passionate about providing exceptional customer service.

As the Clerk Typist 3, you will play a crucial role in assisting the public and the development industry with inquiries related to our processes, policies, and bylaws. Your commitment to accuracy and professionalism will help ensure smooth operations within the department.

Key Responsibilities:

- Provide timely and accurate information to the public regarding Development functions.
- Assist with inquiries and resolve issues related to development procedures and regulations.
- Maintain organized records and documentation to support departmental operations.
- Collaborate effectively with colleagues and external stakeholders.

Qualifications:

The ideal candidate will possess:

- Solid experience in an office environment, demonstrating strong organizational skills.
- Proficiency in Microsoft Word, Excel, and Outlook, with excellent computer skills.
- Professional communication skills, particularly in handling enforcement-based inquiries.
- Ability to read and interpret non-complex maps, plans, and drawings.
- A minimum typing speed of 55 words per minute.

Preferred Qualifications:

- Completion of post-secondary education courses.
- Familiarity with Tempest or similar government-related data systems.
- Experience with DeltaMap or similar government-related mapping systems.

Short-listed candidates may be required to demonstrate typing and computer proficiency. A valid Class 5 Driver's License for the Province of BC is required.

The City of Delta provides a competitive salary of \$29.20 - \$34.30 per hour (commensurate with experience) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **#24-199 EX** by **November 15, 2024**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

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.