



*... 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.

## Processing Clerk 1

Join our Engineering Department as a Processing Clerk 1, where you will play a crucial role in managing applications, plans, and service requests. This position requires a blend of clerical expertise and customer service skills to ensure smooth operations and compliance with various regulations. Working under general supervision while managing a variety of clerical duties, you will interact with the public, staff, and contractors, so a positive and professional demeanor is essential.

### **Key Responsibilities:**

- Process and respond to service requests, inquiries, and complaints.
- Explain and interpret bylaws, rules, and regulations.
- Review tree removal permit applications for compliance with the Tree Bylaw.
- Prepare and maintain records related to permits, plans, and reports.
- Calculate service costs and process related fees.
- Liaise with works crews and relay messages as needed.
- Maintain detailed records and statistics related to departmental operations.

### **Knowledge & Skills:**

- Familiarity with rules, regulations, and policies applicable to the Engineering Department.
- Understanding of modern office practices and procedures.
- Ability to read and interpret engineering plans and drawings.
- Strong customer service and communication skills.
- Proficiency in using various software applications and typing.
- Ability to work effectively under pressure and handle challenging situations.

### **Required Qualifications:**

- Completion of Grade 12, supplemented by commercial and technical courses related to clerical work.
- Considerable related clerical experience is preferred, or an equivalent combination of training and experience.

The City of Delta provides a competitive salary of \$30.41 - \$35.72 per hour (commensurate with experience) and an excellent benefits package including Municipal Pension Plan. Interested applicants are requested to apply online at [www.delta.ca/employment](http://www.delta.ca/employment), to competition #24-218 EX by **November 1, 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.