



BUILD A CITY. BUILD A FUTURE.

Clerk 2

The City of Surrey is one of the fastest growing and culturally diverse cities in Canada. Recognized as a top employer, we are dedicated to building a vibrant, progressive, world-class city that enhances the quality of life for our citizens, while delivering meaningful and rewarding career opportunities for our employees.

SCOPE

The Engineering Department is looking to hire one Clerk 2 position in the Inspection Services section. The Clerk 2 performs entry-level clerical work including repetitive tasks of limited complexity. Work may include gathering information, processing documents at a routine level, and performing various office duties.

RESPONSIBILITIES

- Schedule inspections; prepare and renew permits; create service requests and work orders; or monitor phones and emails.
- Sort, check and maintain office records such as files, reports, invoices, office supplies, cheques, bills, receipts, requisitions, and inspection results.
- Open, distribute and file correspondence.
- Prepares basic correspondence.
- Make arithmetical calculations.
- Perform data collection and entry.
- Provide information to the public and others concerning departmental rules and regulations, over the telephone or via email, referring difficult or unusual problems to a supervisor.
- Operate office equipment, such as computers, word processors, photocopier and scanner.
- Assist other staff in performing their duties.

QUALIFICATIONS

- Completion of Grade 12, supplemented by courses in word processing, office practices and office software applications.
- A minimum of 1 years' experience and training in an office environment.
- A current and accurate typing speed of 40wpm is required.
- An equivalent combination of relevant education and experience will be considered.
- Demonstrating the ability to communicate effectively orally and in writing, as well as understanding and effectively carrying out oral and written instruction.
- Basic knowledge of filing, indexing methods, record keeping, computer office applications and good keyboard skills.
- Having good interpersonal, customer service and public relation skills and able to perform clerical tasks according to department rules and procedures.

OTHER INFORMATION

Hourly Rate: \$28.43

Steps	Hourly Rate
Step 1	\$28.43
Step 2	\$28.78
Step 3	\$29.52
Step 4	\$30.12

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6167