

Legislative Clerk (Permanent, Full-Time) - 1476

Close Date

November 7, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops is looking for a skilled Legislative Clerk, whose responsibilities include assisting with Council meeting processes such as agendas, minutes, and other related tasks, as well as filing, customer service, data entry, and support for public approval processes such as referenda. The Legislative Clerk is a key member of the Legislative Services team and will play a vital role in delivery of fair, transparent, and accessible local government. If you share our corporate values of being resilient, purposeful, trusting, inclusive, health conscious, and cooperative then the Legislative Services Division is the place where you can grow your public administration career!

We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit. Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience.

Kamloops and area offers world-class hiking and biking trails, ski resorts, expansive green spaces, and facilities to fit whatever your passions are! We are nestled at the confluence of two rivers in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline.

The successful candidate must have the following qualifications:

1. Completion of a one-year post-secondary certificate or higher, in Business Administration, Local Government Administration, or a related field.
2. Minimum of two years of experience (within the last five years) in an administrative or clerical role.
3. Proficient in intermediate Word, as demonstrated through testing. (70% pass required).
4. Proficient in Adobe Acrobat Pro, as demonstrated through testing. (70% pass required).
5. Proficient in proofreading and grammar, as demonstrated through testing. (70% pass required)
6. Proficiency in recording meeting minutes, as demonstrated through testing. (70% pass required).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Hourly Rate

\$ 35.423

Hours & Days of Work

Monday-Friday 8:00 AM -4:30 PM This position is being hired under a Modified Scheduling Agreement (one extra day off every third week in lieu).

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.