

# Township of Langley

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| <b>Job Title:</b>                         | Bylaw Clerk   |
| <b>Competition Number:</b>                | 24-U186   |
| <b>Employment Type:</b>                   | Temporary Full-Time<br>(from approx. December 1, 2024 – December 1, 2025)       |
| <b>Pay Rate:</b>                          | \$30.70 – \$36.08 per hour (5 steps, 2024 rates) plus 13.5% in lieu of benefits |
| <b>Hours of Work:</b>                     | 35 hours per week; Monday to Friday, 8:30am – 4:30pm                            |
| <b>Competition Opening Date:</b>          | October 31, 2024  |
| <b>Competition Internal Closing Date:</b> | November 8, 2024  |
| <b>Competition External Closing Date:</b> | November 14, 2024   |

## Job Overview

The Township of Langley is currently recruiting for a temporary full-time (from approx. December 1, 2024 – December 1, 2025) **Bylaw Clerk**, to join our team of professionals in the Bylaw Enforcement Division, Bylaw Enforcement Business Support Department. Reporting to the Manager, Business Support – Bylaw Enforcement, in this unionized position you will perform a variety of moderately complex work requiring considerable knowledge of the departmental functions, procedures and policies. This position will appeal to applicants who have the ability to multi-task, have a considerable level of tact and diplomacy and are committed to excellence in customer service.

## Responsibilities

- Respond to inquiries; answer phones and emails and provide a variety of information and assistance to the public and other Township departments on matters related to bylaws
- Prepare and process documents related to adjudication and bylaw enforcement proceedings
- Receive, record and review disputed bylaw tickets, review information and evidence from the disputant and review bylaws to ensure violations are applicable and verify issued tickets
- Prepare and maintain a variety of records, statistics and reports
- Perform related work as required

## Qualifications

- Completion of Grade 12 plus sound related experience in municipal bylaws or office administration, or an equivalent combination of training and experience
- Considerable knowledge of departmental functions, programs and services related to the work
- Knowledge of recordkeeping, billing, indexing, and related clerical functions
- Ability to communicate and deal effectively with internal/external contacts

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*