



**DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
PARKS**

**PARKS CLERK
Casual – 1 position**

Are you customer service oriented? Love a fast-paced environment with a range of duties? The District of Saanich is looking for an energetic and professional Parks Clerk to join our administrative team. The Parks Clerk provides administrative and clerical support for the Parks Division, including public inquiries and requests. The ideal candidate will have solid administrative and clerical experience in a variety of software programs, handling several different administrative tasks and experience interacting with the public.

Requirements include: completion of Grade 12 or equivalent plus additional courses of up to one year in office administration; one year of office experience, including dealing with the public and using word processing and spreadsheets. An equivalent combination of education and experience may be considered.

To facilitate training, the successful candidate will work full-time hours, Monday to Friday from 8:00 a.m. - 4:30 p.m. (40 hours per week) for the first couple of months then transition to an on-call schedule offering weekday shifts to cover vacation and sick relief. Please note, hours/shift assignments may vary to fit business needs.

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 per hour plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. **Please apply via our careers page by 11:45 p.m. on February 4, 2025 quoting competition 25016.** As a component of the selection process, testing will be conducted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. **We thank all applicants for applying. Only those under consideration will be contacted.**