

# BUILD A CITY. BUILD A FUTURE.



## CLERK 3

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.*

### EMPLOYMENT STATUS

Union – CUPE Local 402 – Auxiliary

### SCOPE

The City of Surrey Planning and Development Department is looking for an energetic, self-motivated team player to fill the position of Clerk 3. Reporting to the Building Inspections Manager and working primarily with the cross-departmental Illegal Construction Enforcement Team, this position is expected to facilitate incoming complaints, ensuring a coordinated response and supporting Building Officials, Bylaw officers and staff lawyers in their functions.

### RESPONSIBILITIES

- Receive and acknowledge reports from Staff and members of the public about unauthorized construction.
- Collect and retrieve information about unauthorized construction from the system of records, including Amanda, COSMOS, Posse, Spreadsheets, and SharePoint.
- Assist with the scheduling of site reviews, including contacting the property owner(s) and members of the public.
- Collect and electronically save information collected during investigation by Building Officials for unauthorized construction.
- Draft compliance letters for signature by Building Officials.
- Forward compliance letters by registered mail, confirm receipts, tracking of necessary follow up action.
- Assist Building Officials and Bylaw officers preparing records for necessary follow-up with legal services, including preparation of Request for Charges documentation.
- Operate office equipment, such as PC, printers, photocopy and fax machines.
- Provide information to others, traces errors, corrects deviations from policy, answers inquiries and complaints from the public and staff.
- Assist other Building Inspections Support staff in performing their duties.
- Update templates and bulletins.
- Proof-read, copy-edit documents.
- Perform related duties as required.

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## QUALIFICATIONS

- Completed grade 12 supplemented by several courses in word processing, office practices and PC office applications.
- A minimum of two (2) years' experience and training in an office environment.
- Accurate typing speed of 40 WPM.
- Experience in a construction, professional or legal office environment is considered an asset.
- Basic knowledge of residential construction practices would be considered an asset.

## OTHER INFORMATION

Pay Grade: 12

Hourly Rate: \$30.12

Pay Steps	Hourly Rates
Step 1	\$30.12
Step 2 (6 months)	\$30.71
Step 3 (18 months)	\$31.53
Step 4 (30 months)	\$31.97

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