

Careers

Bylaw Enforcement Clerk

Just the facts!

The City's Licensing and Bylaw Department investigates 16,000 bylaw complaints annually about a variety of issues from traffic to business license violations. A Bylaw Enforcement Clerk provides clerical and administrative support services for the Bylaw Services Unit including direct communication with the public, external agencies and other clients.

Bring your strong administrative skills and experience to our Bylaw Services Department. This position will provide reception services to the Bylaw Services unit; receive, record, respond to in-person and phone complaints and enquiries from the public regarding City bylaws and enforcement-related complaints. Creates, inputs, updates and maintains various paper and electronic records, including Service Requests, in support of Bylaw Services operations or referral to other City departments and external agencies. Displays a working knowledge of bylaws, procedures, policies, court processes and the Local Government Act. Prepares correspondence, invoices, requisitions and reports; prepares and processes accounts receivable/payable transactions; generate and correct error reports relating to cash drawer payments. Successful candidates should have strong customer service and effective communication skills.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate of \$34.02 plus employer-paid comprehensive benefits, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **March 12, 2025**.

Applicants not contacted within three weeks of the closing date are thanked for their interest