



DISTRICT OF SAANICH
BYLAW & LICENSING SERVICES
LEGISLATIVE AND PROTECTIVE SERVICES

BYLAW CLERK Temporary Part Time Position (Up to 18 months)

Do you want to be part of a great team with an exciting future? The District of Saanich is one of the four core municipalities within the Capital Regional District. This community is home to more than 117,000 citizens giving us the largest population on Vancouver Island. We offer competitive wages, benefits, municipal pensions and an engaging and collaborative corporate culture. Our culture holds true to our motto "Populo Serviendo" – this is latin for "Serving the People".

If you are customer service driven, possess excellent communication skills and have great attention to detail, the District of Saanich has an opportunity for you. The Bylaw Clerk works closely with the Municipal Bylaw Enforcement Officers to provide clerical and secretarial support functions and other computer related duties including accurate data entry to an in-house database. This is a front-line position where accuracy, patience, courtesy and tact are required when answering complaints and enquiries from the public. This position responds to a high volume of emails and phone calls on a daily basis.

Requirements include: Grade 12 or equivalent; one year post-secondary certificate in office or business administration; one year of office experience and a satisfactory Police Information Check no older than 6 months. Candidates with an equivalent combination of education and experience may be considered. In addition to the interview process, testing will be conducted. Only those under consideration will be contacted.

The successful candidate will work varying days, Monday, Wednesday Friday, 8:30 a.m. – 4:30 p.m. (21 hours per week).

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 per hour with an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Thursday, March 27, 2025, quoting competition 25065 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7.

The District of Saanich is recognized as one of BC's Top Employers for 2025. 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.